DRAGON
DICTATE
User Manual

Nuance Communications, Inc.

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Apple Inc. for the wonderful Mac OS X. **Brad Cook and Matt Neuburg** for their documentation expertise.

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Introduction

Dragon Dictate is a speech recognition application. This means that you, the user, speak into a microphone and Dragon Dictate interprets your speech as actual words. It can then respond to those words. It can respond in one of three ways:

- It can interpret your words as a **command**, in which case it will *obey* the command. For example, you can tell Safari to select a link in the text of a page you're viewing, by saying Move to Next Link; then you can tell Safari to go to the linked page, as if you had clicked that link with the mouse, by saying Jump to This Link or Mouse Click.
- It can interpret your words as **dictation**, in which case it will *type* what you said, at the insertion point or selection in the frontmost application. For example, you can place the insertion point at the start of a new empty word processing document and say Good morning, period, and Dragon Dictate will type: Good morning. You can also ask Dragon Dictate to read your words back to you by saying Read Document, by selecting text and saying Read Selection, or by telling Dragon Dictate to read from one word through another.

How does Dragon Dictate work? It isn't magic or mysterious. Behind the scenes, Dragon Dictate interprets the words you speak using a powerful and highly accurate speech recognition engine with an extensive, flexible vocabulary. To obey your commands or type your dictation, Dragon Dictate uses a combination of technologies built into Mac OS X, such as Accessibility and AppleScript.

You can get up and running with Dragon Dictate very quickly, but you will have some preparation to do beforehand, and you will have some learning to do as you go along. Here's why:

Preparation. Before Dragon Dictate can interpret your speech, you must provide a sample of your speech, so that Dragon Dictate knows what your voice sounds like and how you pronounce your words.

Learning. Dragon Dictate can't obey just any old commands. When you start out, you won't know Dragon Dictate's built-in commands; you'll learn them as you go along (especially the ones you use most frequently). When dictating, you won't always know Dragon Dictate's terms for punctuation that you want to use; these, too, you'll learn as you go along. (Of course you'll have plenty of assistance along the way; Dragon Dictate has a window listing its commands and punctuation, plus you can consult this manual and the online help.) You'll also learn to speak more clearly and smoothly; speaking to a computer program takes practice.

With time, you'll become more experienced, and most of the things you do with Dragon Dictate will become second nature. You may even customize Dragon Dictate's abilities to suit your needs. For example, you might add to its repertory of commands. Dragon Dictate comes with built-in specialized commands for controlling itself plus six commonly used applications, along with a set of general commands for use with any application. You can **write your own commands** for inserting text, running a script, choosing a menu, and so forth. And you'll almost certainly customize Dragon Dictate's understanding of your speech. You can **add to Dragon Dictate's vocabulary**, in case you use words that it doesn't already know. And when Dragon Dictate types what you dictate and gets it wrong, you can **train Dragon Dictate to understand you better**, telling it the right interpretation of what you said and improving its ability to interpret your speech correctly in the future.

You're probably eager to install Dragon Dictate and provide it with an initial sample of your speech so that you can start controlling your computer by speaking. The next chapter will guide you through the steps for doing so.

Installation and Making a Voice Profile

Before you can use Dragon Dictate, you must have two kinds of hardware that conform to its requirements: your computer, and a microphone.

Computer Requirements

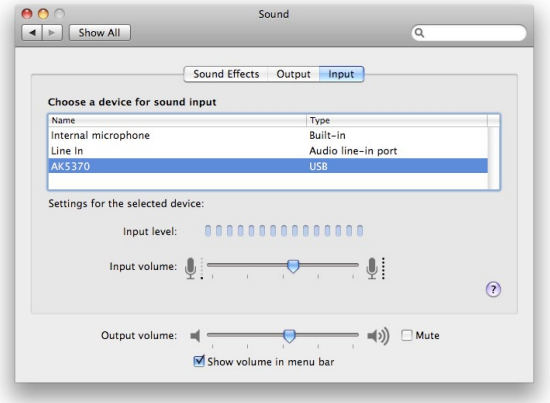
- You must be using an Intel-based Macintosh computer.
- Your system must be Mac OS X "Snow Leopard" version 10.6 or later.
- The computer should have at least 2GB of RAM (preferably 4GB or more).
- Your hard drive should have at least 3GB of free space to install Dragon Dictate and its associated files, and this installation should leave plenty of additional empty free space.
- As with any software application, a faster processor improves performance.
- Accessibility must be turned on your Universal Access system preferences.

Microphone Requirements

- You can use a USB microphone or an iOS device running the Dragon Remote Microphone app. The USB microphone should be of high quality, with noise-cancelling abilities. Ideally, it should be on the list of USB microphones certified and supported by Nuance. You can find a list at the Nuance web site.
- To learn how to set up your iOS device as a microphone, see the section "Using the Dragon Remote App as a Microphone" on page 24.

If you're using a USB microphone, plug it into one of your computer's USB ports. If you're running short of open USB ports, it might be worth investing in a powered USB hub. You can then plug some of your USB devices into the hub, and plug the hub into the computer. Some USB microphones, however, must be plugged directly into the computer.

In System Preferences > Sound > Input, make certain that the USB microphone is selected as the sound input device. *This is crucial.* A USB microphone can be plugged into the computer without being the input device; in such a case, your voice will be input in some other way, such as your computer's built-in microphone, and Dragon Dictate will be unable to interpret your speech accurately.



Use System Preferences > Sound to make sure your USB microphone is the sound input device.

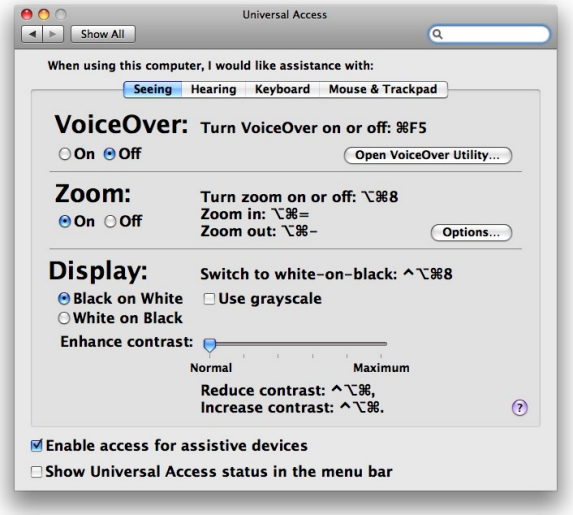
Note. You should *always* make certain that your USB microphone is the sound input device before starting to use Dragon Dictate. Dragon Dictate will ascertain, as it launches, that the USB microphone is plugged in; but it cannot ascertain that the USB microphone is the sound input device. If it is not, speech recognition will not work correctly.

Initial Installation

Use the following checklist to make certain you are ready to install Dragon Dictate.

- ☐ Your USB microphone is connected to your computer.
- ☐ Your USB microphone is your computer's sound input device, as shown in System Preferences > Sound > Input.

- ☐ Your computer is connected to the Internet. You will need an Internet connection in order to enter your registration number and license your copy of Dragon Dictate.
- ☐ Accessibility is turned on in System Preferences > Universal Access. Check now that this true. Choose System Preferences > Universal Access, and make certain that Enable access for assistive devices (near the bottom of the window) is *checked*.



In System Preferences > Universal Access, "Enable access for assistive devices" must be checked.

When you've completed the above checklist, you're ready to begin installing Dragon Dictate.

Dragon Dictate comes in two parts: the application (on a CD), and the speech recognition engine data (on a DVD).

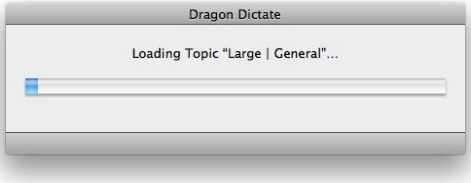
Insert the CD into the computer and copy the Dragon Dictate application onto your hard disk. The Applications folder is a good place, and the CD includes an alias for your Applications folder so you can drag the Dragon Dictate application icon onto the Applications folder icon as a way of installing the application into your Applications folder. But you can put Dragon Dictate anywhere you like.

Eject the CD.

Launch Dragon Dictate from your hard drive. Dragon Dictate requests the DVD containing the speech recognition engine data ("Dragon English Data"). Leave the dialog up.

Dragon Dictate asks for the DVD containing the speech recognition data.

Insert the DVD into the computer. When it has mounted, return to Dragon Dictate and click OK in the dialog. Dragon Dictate copies the data from the DVD to your hard drive, reporting its progress as it does so.

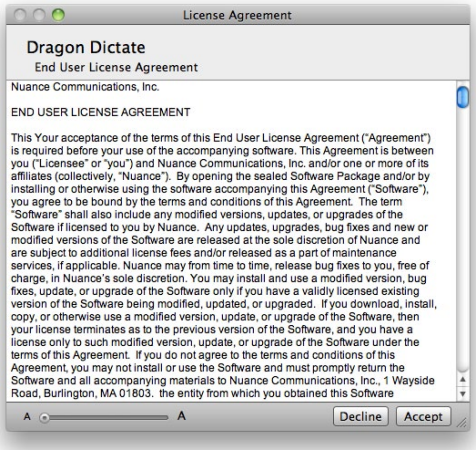


Dragon Dictate copies the data from the DVD to your hard drive.

When Dragon Dictate has finished copying the data to your hard drive, it asks whether you'd like to eject the DVD. Click Eject.

Click Eject to remove the DVD containing the speech recognition engine data.

Installation is now complete, and Dragon Dictate displays the license agreement. Click Accept after reviewing it.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A
A
Decline
Accept

Click Accept after reviewing the license agreement.

Dragon Dictate now asks for your license. A license is a license file. You presumably don't have such a file yet, so you need to enter your registration number in order to get it. Click Register This Software to summon a dialog where you can enter your registration number and obtain a license file.

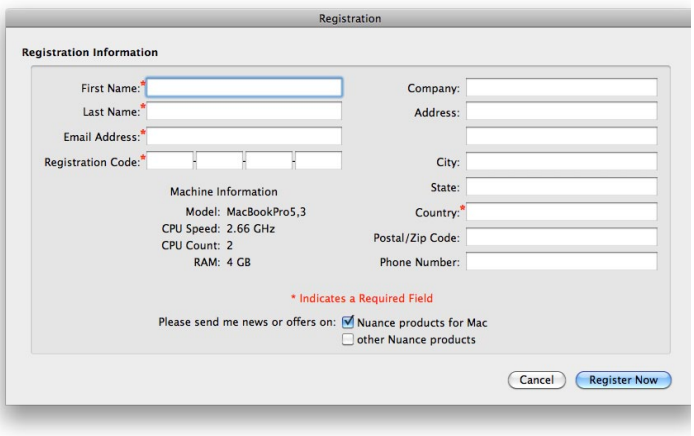
If you inadvertently deleted your license file, click Retrieve License Key and follow the instructions to obtain a new license key via the Internet.

Click Register This Software to summon the registration dialog.

If you do have a license file, Dragon Dictate should find it automatically at this point, and the entire Register This Software step will be skipped. In that case, you will see a dialog informing you that your license has been found and is valid.

The dialog that you see at this point if you already have a license file.

Since you don't have a license file yet, you have clicked Register This Software, and the registration dialog appears. Fill in the required information. (Dragon needs this information to set up an account for you at the Dragon web site; your information will remain private.) Type or copy your registration code into the appropriate field of the dialog. The registration code, which you can find on the registration code sticker, is roughly of this form: AB11-ABCD-EFGH-I123.



Fill out the registration dialog and click Register Now. Your computer must be *connected to the Internet*.

When you've filled out the dialog, make sure your computer is *connected to the Internet* and click Register Now. Dragon Dictate goes out over the Internet, connects to

Dragon's server, and downloads and installs your license file. If this operation is successful, Dragon Dictate informs you of the fact. Click OK.

Dragon Dictate has downloaded and installed your license. Click OK.

Dragon Dictate's installation is now complete.

In order to use Dragon Dictate, you need a voice profile. Since you have only just installed Dragon Dictate, you have no voice profile. Therefore, Dragon Dictate immediately offers to create one.

Creating a Voice Profile

A *voice profile* is a complete set of data on how you speak: what your voice sounds like, and what vocabulary you use. In order to speak into Dragon Dictate, you must have at least one profile.

In many cases, one profile is all you'll need. But you'll need multiple profiles if different people are using Dragon Dictate. Each person will need to train their profile to their voice.

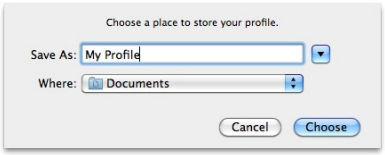
Every profile has a name, which uniquely identifies it. When you create a profile, you start by giving it a name.

Note. The data for a profile lives on your hard disk as a package whose file extension is *.ddictateprofile*. You are offered the chance to set a profile's location at the time you create it. You may place it anywhere you like, but a good idea is to put all profiles together in a known location; for example, you might create a folder *~/Documents/Dragon Profiles*. This allows the profile data to be backed up easily. A symbolic link to each profile will be found in *~/Library/Application Support/Dragon/Profiles*.

The first time you use Dragon Dictate, you will be prompted to create a new profile. If you previously used MacSpeech Dictate, the profiles associated with that application will automatically appear when you launch Dragon Dictate. However, to use them, you will need to upgrade them by double-clicking the profile name or clicking the "Upgrade" button in the bottom right corner of the window. Profiles that have not been upgraded have this warning icon next to the profile name. A profile without a connected audio source displays a lightning bolt inside a triangle.

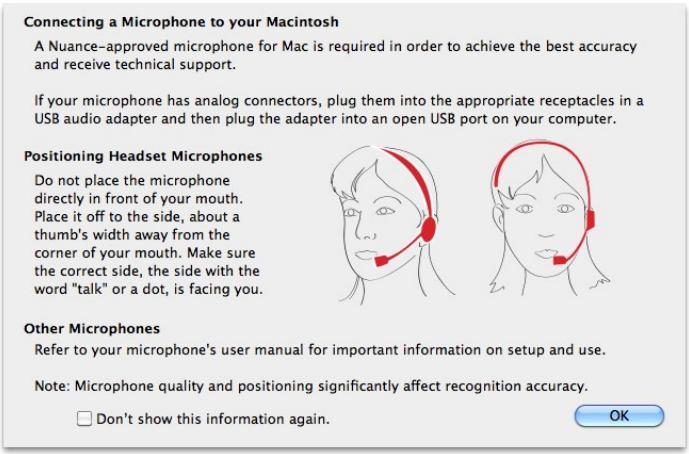
Any commands and vocabulary you previously added to a profile will be preserved when you begin the upgrade process, which cannot be undone. After the software updates the older profile, you'll see the Voice Training window. You must complete a new Voice Training session. As in previous versions of the software, Dragon Dictate will stop the training session when it has collected enough speech, and you can always return to Voice Training any time to read more stories and improve the application's accuracy.

If you need to create a new profile, you'll start with a File Save dialog ("Name a New Profile"). Give the new profile a name. Specify a folder in which to keep this profile. Click Choose.



The Name a New Profile dialog. Give the profile a name, specify a folder in which to save it, and click Choose.

Dragon Dictate next presents a dialog describing the proper positioning of your microphone. Position the microphone as shown. A checkbox lets you skip this dialog in future, but don't ignore the advice in this dialog! The microphone should be near your mouth but not too close, and it should be slightly off to one side so that puffs of breath, either from breathing or from articulation, are not interpreted as speech. You should position the microphone correctly, and you should attempt to recreate its position each time you use Dragon Dictate. Click OK when you're ready to proceed.


Connecting a Microphone to your Macintosh
A Nuance-approved microphone for Mac is required in order to achieve the best accuracy and receive technical support.
If your microphone has analog connectors, plug them into the appropriate receptacles in a USB audio adapter and then plug the adapter into an open USB port on your computer.
Positioning Headset Microphones
Do not place the microphone directly in front of your mouth. Place it off to the side, about a thumb's width away from the corner of your mouth. Make sure the correct side, the side with the word "talk" or a dot, is facing you.
Other Microphones
Refer to your microphone's user manual for important information on setup and use.
Note: Microphone quality and positioning significantly affect recognition accuracy.
Don't show this information again.
OK

Dragon Dictate shows you the correct microphone position. Read it, do what it says, and click OK.

Dragon Dictate now displays the Profiles window, where you will set the characteristics of this profile. You have three characteristics to set up: Microphone, Spelling, and Accent.

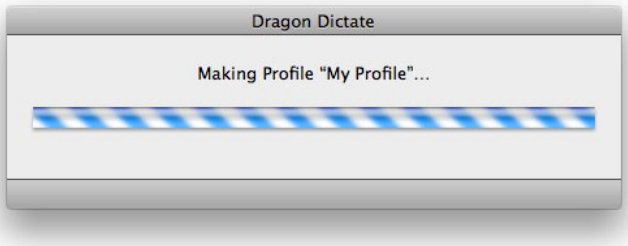
Microphone. Dragon Dictate has already detected your USB microphone, and unless you have more than one USB microphone plugged into the computer, this will be the only choice offered. If you start up Dragon Dictate and a microphone is not detected, the Profiles window will report this fact and your only choice will be to quit. You can add another microphone after you create your profile by clicking the plus sign at the bottom of the Audio Sources box in the Profiles dialog box.

Spelling. Choices are US and UK.

Accent. Choices depend upon your choice of spelling.

The Profiles window is where you manage your profiles. Here, you're about to finish creating a new profile. Choose the correct settings and click Continue.

When you've set the Microphone, Spelling, and Accent pop-ups, click Continue. While your profile is created, Dragon Dictate puts up a progress dialog.



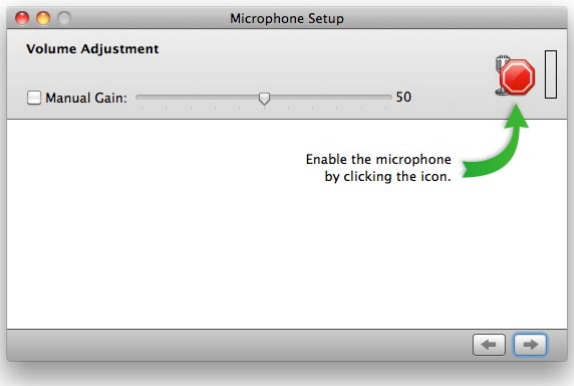
While creating a profile, Dragon Dialog puts up a progress dialog.

After you create a profile, Dragon Dictate automatically proceeds to microphone setup.

Tip. You are about to begin speaking to Dragon Dictate. It might be a good idea to read the "Tips on Speaking" section now. If your microphone is a headset, put it on! Position the microphone correctly.

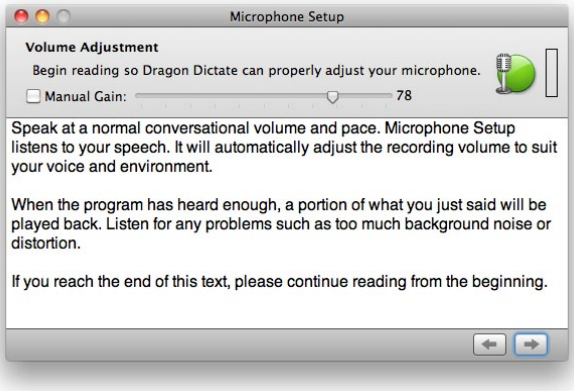
Microphone Setup

Microphone setup takes place in the Microphone Setup window, and involves adjusting the **sound input level**. You must go through the setup process for each new microphone you associate with a profile.



The Microphone Setup window is where you adjust your sound input level. To begin, click the microphone icon with the red "stop sign."

To begin adjusting your sound input level in the Microphone Setup window, click the microphone icon with the red "stop sign." The window changes to display a paragraph of text for you to read aloud.


Microphone Setup
Volume Adjustment
Begin reading so Dragon Dictate can properly adjust your microphone.
Manual Gain:
78
Speak at a normal conversational volume and pace. Microphone Setup listens to your speech. It will automatically adjust the recording volume to suit your voice and environment.
When the program has heard enough, a portion of what you just said will be played back. Listen for any problems such as too much background noise or distortion.
If you reach the end of this text, please continue reading from the beginning.

Read aloud the paragraph displayed in the box in the Microphone Setup window. As you read, Dragon Dictate will adjust your microphone sound input level.

Read the paragraph of text aloud. Speak slowly, naturally, clearly, and continuously, but do not worry about enunciation, because Dragon Dictate is not listening to your words; what's important is *how loudly* you speak. Try to speak at a natural, consistent loudness, representative of how you will normally speak to Dragon Dictate in your current environment. As you speak, the level indicator to the right of the microphone icon shows your sound input level, a combination of how loudly you speak and how Dragon Dictate has adjusted the microphone sound input level; and the horizontal gain indicator slider moves left and right as Dragon Dictate experiments with different sound input levels. When Dragon Dictate has heard enough, and has set your microphone sound input level optimally, it will turn off the microphone and switch away from this window automatically. If you reach the end of the paragraph before that happens, start reading aloud from the beginning again.

> **Note.** You can check Manual Gain Setting if you want to operate the slider yourself, but Dragon Dictate should be able to do a better job of adjusting your microphone sound input level than you would.

In the next window, Dragon Dictate pauses and plays back a recording of the last little bit of your speech. Listen to make sure that your speech level is clear and

undistorted. Press Play to hear the recording again. Make sure there is no static, excess noise, or hum. Such problems are probably a sign of faulty microphone hardware or a bad connection. If you think there's a problem with the recording, and you'd like to perform the microphone sound level adjustment again, click the left-arrow button at the lower right to return to the previous window. (See "Sound Input Troubleshooting" for tips on diagnosing sound input problems.)

Dragon Dictate has adjusted your microphone sound input level. If you're creating a profile, click Voice Training to proceed.

The next step in creating a profile is to do a session of voice training. This is where you read aloud a little story, so that Dragon Dictate can learn how your voice sounds and how you pronounce your words. Click Voice Training to proceed. You'll be taken to the Voice Training window.

Voice Training

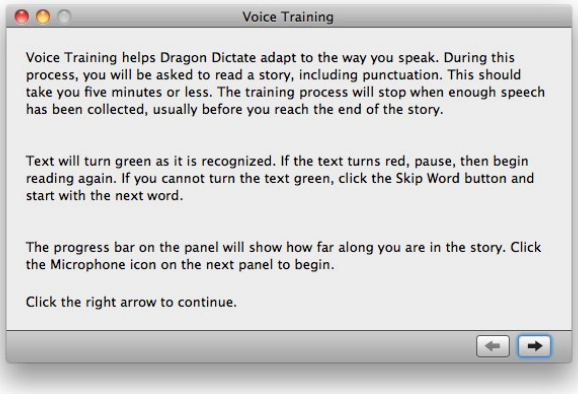
Voice training is a process where you **read aloud a little story**. It takes place in the Voice Training window.

> **Tip.** This would be a really good time to read the "Tips on Speaking" section if you haven't done so already. Or maybe read it again. If your microphone is a headset, put it on! Position the microphone correctly.

During voice training, Dragon Dictate listens to your speech, matching it up with the words of the story. In this way, Dragon Dictate learns how *your* voice sounds and how *you* pronounce your words. Voice training is the most important step in creating a profile. This is why you need a different profile for each different person and microphone. You might even need to create a new profile if your voice changes temporarily — because you catch a cold, for instance.

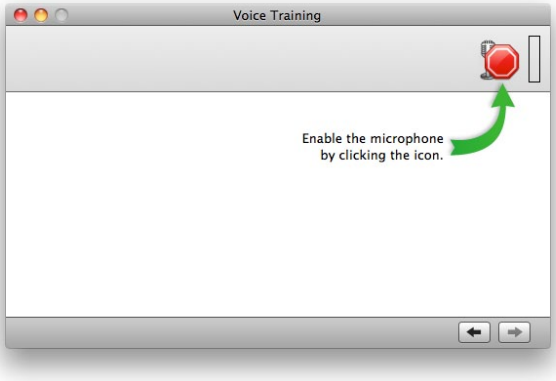
Dragon Dictate presents the Voice Training window, containing a description of what's about to happen. Click the right-arrow button, at the lower right, to proceed.

When you do voice training in an existing profile, you are shown a window where you can select from among three stories to read from; stories you've previously read are marked with a "green circle" icon. But when you first create a profile, the first story is automatically selected for you.


Voice Training
Voice Training helps Dragon Dictate adapt to the way you speak. During this process, you will be asked to read a story, including punctuation. This should take you five minutes or less. The training process will stop when enough speech has been collected, usually before you reach the end of the story.
Text will turn green as it is recognized. If the text turns red, pause, then begin reading again. If you cannot turn the text green, click the Skip Word button and start with the next word.
The progress bar on the panel will show how far along you are in the story. Click the Microphone icon on the next panel to begin.
Click the right arrow to continue.

The Voice Training window, before reading a story. To proceed, click the right-arrow button at lower right of the window.

Dragon Dictate presents the window in which it will show you the story. The microphone is off, signified by a red "stop sign" icon, and training will not begin until you click the icon.



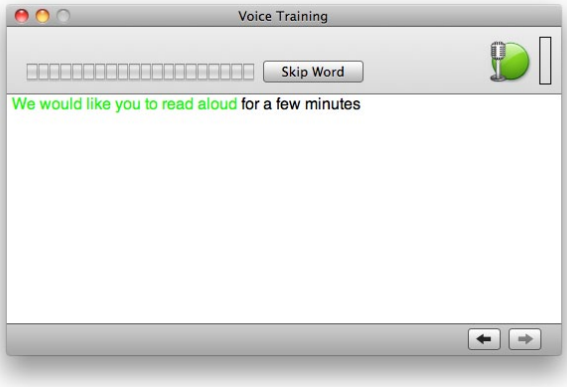
The Voice Training window, ready for you to start reading a story. Click the microphone icon (with the red "stop sign") to begin.

Here's what's going to happen when you click the microphone icon. Dragon Dictate will turn on the microphone (the icon will change to a green circle) and will present you with a short page of text to read aloud — usually just a sentence or two. You must read all the text, including punctuation (because that's what you do when you dictate). To help you with this, punctuation is printed in capital letters, but you don't read it any special voice. You should read in fairly brief utterances, pausing after each utterance. Dragon Dictate signifies its understanding by turning each utterance green. When you reach the end of the page (all text has turned green), Dragon Dictate automatically "turns the page" for you.

If Dragon Dictate has trouble with what you said, it turns the current utterance red. If this happens, you need to read the red text again. If Dragon Dictate still doesn't understand (the same text remains red), you can click Skip Word to proceed past that text. If you feel that things are really going badly and that you'd like to begin reading this story all over again, click the left-arrow button.

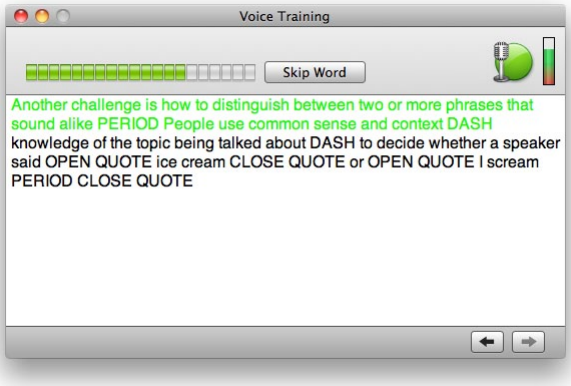
As you read, keep an eye on the sound input level indicator (the vertical bar to the right of the microphone icon). Speak at a level that keeps this at about the middle of the green section.

Warning. The speech recognition engine has no experience with your voice to build on during the first few pages of a new profile's Voice Training story, so your utterances must be quite short and careful, and the pauses between them must be long, to give the engine a chance to catch up and turn the text green. You will probably need to read like this: "We. Would like. You. To read aloud. For a few minutes." After the first couple of pages, you will find that you can start speaking much more naturally.



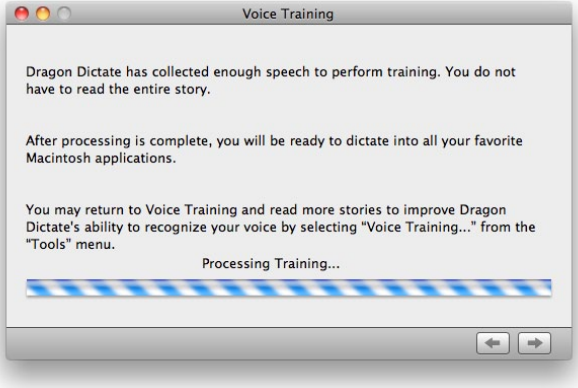
The first page of the Voice Training story for a new profile. The first few words have been read, and have turned green.

As your reading of the story proceeds, Dragon Dictate "turns the page" for you. Progress from page to page is shown by the horizontal progress indicator above the text. If you need to pause at any time (to clear your throat, get a drink of water, sneeze, stretch, whatever), click the microphone icon to turn it to a red "stop sign"; when you're ready to proceed, click it again to turn it into a green circle once again, and carry on reading.


Voice Training
Skip Word
Another challenge is how to distinguish between two or more phrases that sound alike PERIOD People use common sense and context DASH knowledge of the topic being talked about DASH to decide whether a speaker said OPEN QUOTE ice cream CLOSE QUOTE or OPEN QUOTE I scream PERIOD CLOSE QUOTE

A page late in the first Voice Training story. You can tell the story is nearly finished, because the green horizontal progress indicator is nearly full. Notice the level of the sound gain indicator at the right of the microphone icon; this is about the level where you want to keep it, by speaking louder or softer.

When you finish reading the last page of the story, Dragon Dictate will analyze the data it has gathered about your voice and feed that analysis into your profile. (Actually, this might happen in the middle of the last page, or an earlier page, if Dragon Dictate feels it has sufficient data.)

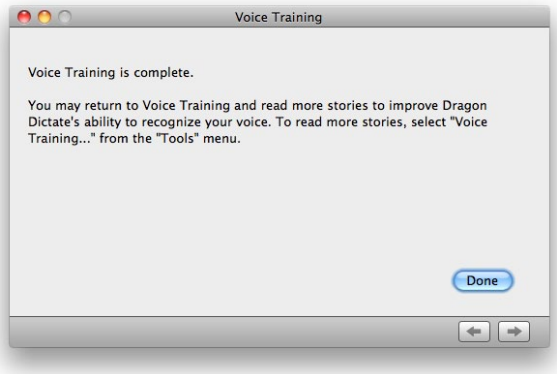

Voice Training
Dragon Dictate has collected enough speech to perform training. You do not have to read the entire story.
After processing is complete, you will be ready to dictate into all your favorite Macintosh applications.
You may return to Voice Training and read more stories to improve Dragon Dictate's ability to recognize your voice by selecting "Voice Training..." from the "Tools" menu.
Processing Training...

Dragon Dictate analyzes your reading of the story and feeds the analysis into your profile. Be patient while processing proceeds.

During Dragon Dictate's analysis of your reading of the story, *be patient*. Analysis is extremely calculation-intensive and can take a long time (possibly as long as it took you to read the story in the first place). Do not interrupt. Do not do anything else with your computer. Do not force quit Dragon Dictate (doing so may ruin your profile).

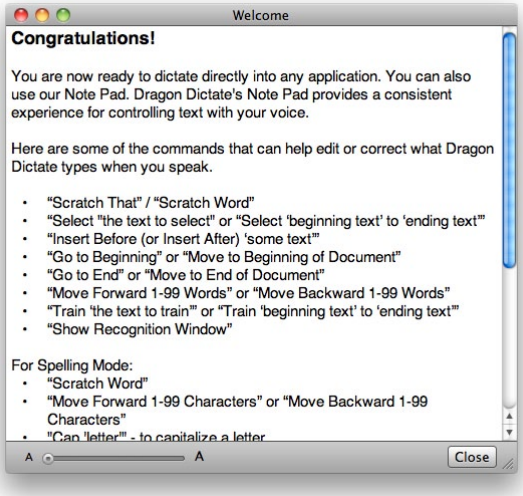
As this dialog informs you, you can read this story again later, or choose from two other stories, by choosing Tools > Voice Training. It's best to use Dragon Dictate for a while, though, speaking and dictating, refining the way you speak, and improving recognition through Recognition Training. Most users do not find it necessary to do any Voice Training beyond the first story.

When analysis of your reading is complete, the Voice Training window presents a final dialog. Click Done to proceed.


Voice Training
Voice Training is complete.
You may return to Voice Training and read more stories to improve Dragon Dictate's ability to recognize your voice. To read more stories, select "Voice Training..." from the "Tools" menu.
Done

Analysis of your reading is complete. Click Done to proceed.

If you have just completed the first Voice Training of your first profile, Dragon Dictate presents the Welcome window. You may glance over its contents. (If you want to read this window again later, you can summon it from the Help menu.) When you're ready, close the window.


Welcome
Congratulations!
You are now ready to dictate directly into any application. You can also use our Note Pad. Dragon Dictate's Note Pad provides a consistent experience for controlling text with your voice.
Here are some of the commands that can help edit or correct what Dragon Dictate types when you speak.
"Scratch That" / "Scratch Word"
"Select "the text to select" or "Select 'beginning text' to 'ending text'"
"Insert Before (or Insert After) 'some text'"
"Go to Beginning" or "Move to Beginning of Document"
"Go to End" or "Move to End of Document"
"Move Forward 1-99 Words" or "Move Backward 1-99 Words"
"Train 'the text to train'" or "Train 'beginning text' to 'ending text'"
"Show Recognition Window"
For Spelling Mode:
"Scratch Word"
"Move Forward 1-99 Characters" or "Move Backward 1-99 Characters"
A
A
Close

The Welcome window. Close the window to start using Dragon Dictate.

You now have a working profile, and the profile is active. You are ready to speak to Dragon Dictate and have it type what you say and obey your commands. If you have just installed Dragon Dictate for the first time and are curious about where its parts were installed, read "What's Installed Where."

Any time you want to view your available profiles, you can do so by selecting "Profiles..." under the Tools menu. While you're there, you can add a microphone to a profile by clicking the plus sign in the Audio Sources box.

You can also change the images associated with your profiles. In the Profiles window, click the image to the left of a profile name to bring up a new dialog box. Click the down arrow next to "Recent Pictures" at the top of the dialog box to view images to choose from; they include recent iChat user images as well as images associated with your Mac OS X account. You can also click "Choose…" to find an image located elsewhere on your Mac, or you can click the camera icon to use your Mac's built-in iSight camera, or another camera connected to your computer, to snap a photo of yourself.

After you select an image, you can move it around to center the part of it you want to use. The slider lets you change its size. When you're satisfied, click "Set" to use it, or click "Cancel" if you'd rather return to the image you're currently using.

Interface

Dragon Dictate's basic interface is extremely simple. This chapter will tour its key features; details on some of these features appear in later chapters.

You can use Dragon Dictate while working in any application, so the purpose of Dragon Dictate's interface is to be present (so that you can control Dragon Dictate's behavior) without being in your way.

The Profiles Window

When you start up Dragon Dictate, you might see the Profiles window. Choose your profile and click Make Active. If you'd like to avoid seeing the Profiles window at startup, uncheck Show Profiles Window in the General Preferences pane. Dragon Dictate will then automatically use, when it starts up, the profile you were using when you previously quit the application.

The Profiles window. If you see this window at startup, choose your profile and click Make Active.

Using the Dragon Remote App as a Microphone

You can use your iPhone, iPod touch 4, or iPad as a microphone by downloading the Dragon Remote Microphone app from Apple's App Store. Download and install the app on your device; Dragon Dictate will recognize it as a microphone like any other. You can add it to your existing profile by clicking the plus sign at the bottom of the microphone list, or you can create a new profile and choose it as your microphone.

After you have selected the Dragon Remote app as your microphone in Dragon Dictate, you need to set it up on your iOS device. The app supports Bonjour, networking technology from Apple that allows supported devices on a network to see each other and which is part of Mac OS X. Make sure your iOS device is connected to your network before continuing. To check if it is, tap Settings and see if a router name is listed next to the word "Wi-Fi;" if one isn't, tap "Wi-Fi," choose a network from the list, and enter the password, if applicable, to make the connection. You can't use the app over a 3G cellular connection.

If you're in a place, such as a coffee shop, with a public Wi-Fi network, you can use the Dragon Remote app over an open router that doesn't require a password. If the router is secure and requires a password, which is often the case at places like Starbucks, the Dragon Remote app won't work because it will be blocked from connecting with your computer. You also can't use the Dragon Remote app if you use the tethering feature in iOS 4.3 to share your iPhone or iPad's Internet connection with your Mac. If you're attempting to use the Dragon Remote app at work and have trouble, contact your network administrator for assistance; it's possible your workplace network has multiple subnets set up for security reasons, in which case you will have difficulty connecting the app and your Mac.

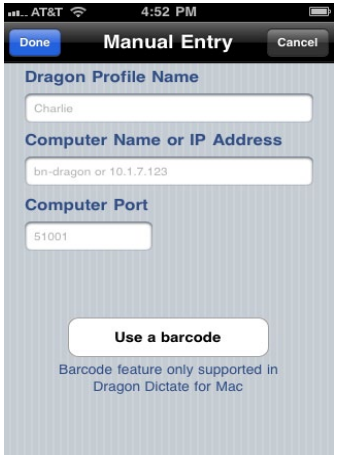
Setting Up the Dragon Remote App

Launch the Dragon Remote app on your iOS device and tap the gear icon in the bottom right corner. On the Settings screen, tap "Find computer" to see a list of found Dragon Dictate profiles and computers on your network. The easiest way to connect the app with Dragon Dictate is to find the applicable profile and tap it; the app should "talk" to your Mac and establish a link. If the list is too long to easily navigate, tap in the search field and type in the name of the profile or Mac you're looking for.

Tap "Find Computer" to locate your Mac or Dragon Dictate profile.

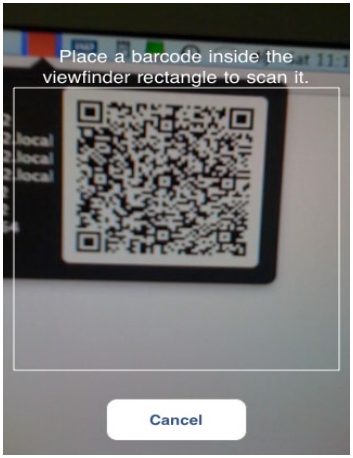
Locating a Dragon Dictate profile and the Mac it is running on.

Should you need to manually establish the connection, tap "Manual Entry" and enter the necessary information. You can find the computer's IP address in the Network pane of System Preferences in Mac OS X; ignore the port number field, as it can't be changed. You can find your Mac's name in System Preferences' Sharing pane; it's shown at the top of the window.



On the left: The Manual Entry screen.

On the right: Lining up the barcode in the "Use a barcode" feature.

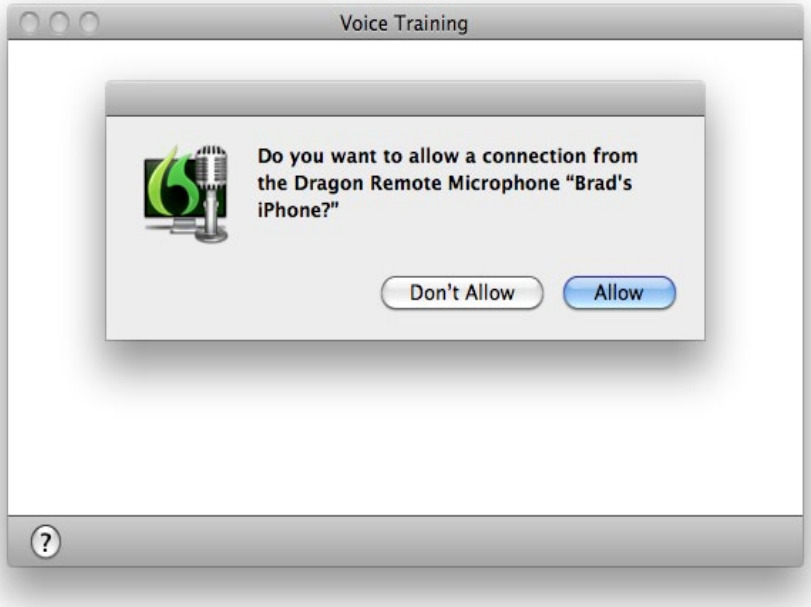


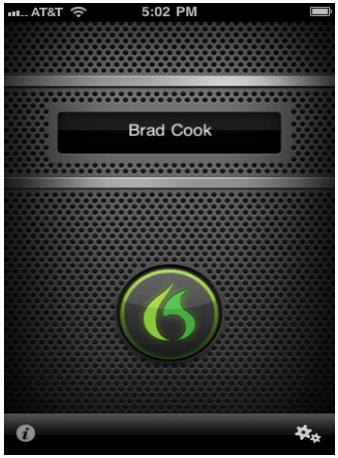
You can also tap the "Use a barcode" button to connect with your profile. On your Mac, click the Dragon Dictate icon at the top of the screen; a pop-out window will display a barcode. Tap the "Use a barcode" button in the Remote Microphone app and line up the barcode on your Mac's screen with the box shown on the display of your iOS device.

Generating a barcode on your Mac's display after clicking the Dragon Dictate icon at the top of the screen.

Locating the name of the target computer in the Sharing pane of System Preferences.

After you establish a connection with your Dragon Dictate profile through the Remote Microphone app, you will be prompted to confirm that you want to allow it to occur.

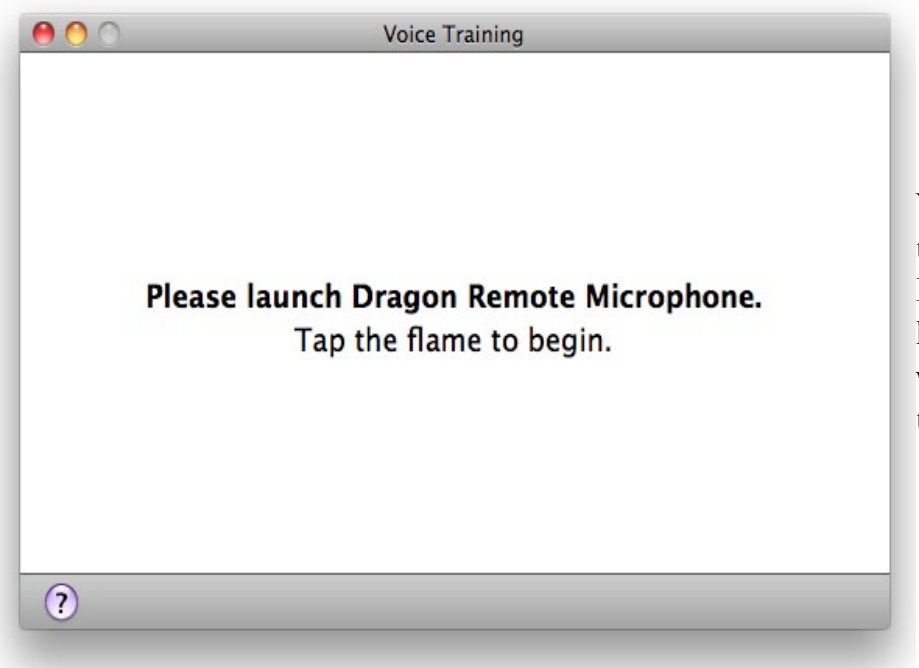




Tap "Back" in the app to return to the main screen. If the microphone icon shown in the bottom half of the screen is red, tap it to turn it green, which means it is active and ready to accept input. To turn off the microphone, tap the icon to turn it red.

Should you exit the Remote Microphone app, or if the connection with your Mac is lost somehow, you will see the message to the right. Tap the microphone icon in the app to re-establish the connection.

As with any other microphone you set up with Dragon Dictate, you will need to complete voice training by speaking into your iOS device and reading the story presented on the screen. If this is your first time doing so, refer to the "Voice Training" section earlier in this chapter.



You will see the message to the left if the Dragon Remote Microphone app has not been launched when you begin voice training.

The Status Window

The Status window is your control center for Dragon Dictate. It floats over the windows of all other applications. Here you can turn the microphone on and off, change modes, and more. For details, see "Status Window."

The Status window floats over all applications.

The Available Commands Window

The Available Commands window lists the commands you can say to Dragon at the moment. Any custom commands you've added are shown there too. It floats over the windows of all other applications. For details, see "Available Commands Window."

The Available Commands window tells you what you can say at the moment. To reveal the actual commands, click a triangle.

The Dock Menu

The Dragon Dictate Dock menu provides commands for showing and hiding Dragon Dictate's windows, and for controlling modes and microphone state. The Dock menu is available no matter what application is frontmost.

The Dock Menu lets you control Dragon Dictate no matter what application is frontmost.

The Status Menu Item

The Dragon Dictate status menu item indicates whether the microphone is on or off, and clicking it toggles the microphone state. It provides a simple and convenient way to turn the microphone on or off, no matter what application is frontmost, and even if the Status window is not present. If you'd prefer not to see the status menu item, uncheck In The Menu Bar in the Appearance Preferences pane.

The status menu item controls the microphone.

Keyboard Shortcuts

Dragon Dictate lets you define global keyboard shortcuts ("hot keys") to perform each of the following tasks:

- Turn the microphone on or off.

- Switch between Dictation mode, Spelling mode, and Command mode.
- Show or hide the Recognition window.

To set these keyboard shortcuts, use the Shortcuts Preferences pane.

These are all tasks that you can perform in other ways, such as using your voice, or clicking in the Status window; the keyboard shortcuts are an optional convenience, and many users happily ignore them or even disable them.

Speech

The most important way to interact with Dragon Dictate is to talk to it! To talk successfully to Dragon Dictate, you need to know about microphone state and the four modes, so that's the subject of the next section.

Modes and the Microphone

The most important thing that you need to be in control of and aware of when using Dragon Dictate is its state. At all times, the microphone is either **on or off**; and if the microphone is on, Dragon Dictate is in one of **five modes**. These settings determine whether and how Dragon Dictate will respond to your speech.

The Microphone

Microphone Off. Dragon Dictate is not listening at all. No sound can affect it. The only change you can make is to turn the microphone on, and the only way to do that is using the mouse or keyboard.

Microphone On. Dragon Dictate is listening, and how it responds to your speech depends on what mode it is in.

The Five Modes

Dictation Mode. If Dragon Dictate can interpret your words as a command, it obeys the command. Otherwise, Dragon Dictate interprets your words as dictation, and types those words at the insertion point in the frontmost application.

Spelling Mode. If Dragon Dictate can interpret your words as a command, it obeys the command. Otherwise, Dragon Dictate tries to interpret your words as a limited set of letters and punctuation, and types those letters and punctuation at the insertion point in the frontmost document. If Dragon Dictate can't interpret your words as a command or as letters and punctuation, nothing happens.

Command Mode. If Dragon Dictate can interpret your words as a command, it obeys the command. Otherwise, nothing happens. You can give commands in Dictation mode and Spelling mode as well, but Command mode

can be an advantage because Dragon Dictate doesn't have to decide whether what you're saying is something to be typed or a command to be obeyed. You might switch to Command mode when you are about to issue a command or a series of commands and you want to make certain that nothing you say is interpreted as dictation and typed accidentally into your document.

Numbers Mode. If Dragon Dictate can interpret your words as a number, it displays Arabic numerals. The software also recognizes commands and punctuation in this mode.

Sleep Mode. If Dragon Dictate can interpret your words as one of the commands Wake Up or Turn [the] Microphone On, it returns to one of the three preceding modes. Otherwise, nothing happens.

Microphone Off and On

To **pause your work completely**, turn the microphone off entirely. The implications of turning off the microphone are best understood by contrast with those of Sleep mode.

The *advantage* of turning the microphone off, as opposed to Sleep mode, is that no voice input can be interpreted, even accidentally, as a command to turn the microphone on. All voice input is ignored.

The *disadvantage* of turning the microphone off is that you can't turn it on again using your voice; you *must* use your hands. Sleep mode, on the other hand, lets you speak to resume work.

To **turn the microphone off**:

- Say Microphone Off.
- Choose Speech > Microphone Off.
- Choose Microphone Off from the Dock menu.

- Click the microphone icon in the Status window so that it appears with a red "stop sign".
- Click the optional status menu item in the menu bar so that it appears with a red "stop sign".
- Press the keyboard shortcut for toggling the microphone.
- Tap the icon in the Dragon Remote Microphone app on your iOS device.

To **turn the microphone on**, when the microphone is off:

- Choose Speech > Microphone On.
- Choose Microphone On from the Dock menu.
- Click the microphone icon in the Status window so that it appears with a green "go button".
- Click the optional status menu item in the menu bar so that it appears with a green "go button".
- Press the keyboard shortcut for toggling the microphone.
- Tap the icon in the Dragon Remote Microphone app on your iOS device.

To **learn whether the microphone is on or off**:

- Look at the Status window. The microphone icon displays the microphone's status.
- Look at the optional status menu item in the menu bar. It is a miniature version of the Status window microphone icon, and displays the microphone's status.
- Look at the Dock icon for Dragon Dictate. It appears (optionally) with a microphone icon displaying the microphone's status.
- Look in the Speech menu. If the microphone is on, the first menu item will read Microphone Off; if the microphone is off, the first menu item will read Microphone On.

- Look in the Dock menu. It contains menu items that work just like the Speech menu.
- Look at the icon in the Dragon Remote Microphone app on your iOS device. If it's green, the microphone is on; if it's red, the microphone is off.

Sleep Mode

To **pause your work temporarily**, switch to Sleep mode. In Sleep mode, Dragon Dictate is listening, but it is in a special state where it responds only to a very limited set of commands. They are:

- Wake Up
- Turn [the] Microphone On

Anything else you say will be ignored. This allows you to pause your work and have Dragon Dictate ignore microphone input until you are ready to resume work.

To **enter Sleep mode**:

- Say Sleep Mode, or Go to Sleep.
- Choose from the Status window mode menu. The mode menu appears when you click the mode button in the Status window.
- Choose from the Speech menu.
- Choose from the Dock menu.
- Choose an Auto Sleep setting in the Recognition pane in the Preferences window.

To **learn whether you are in Sleep mode**:

- Look at the Status window. Its mode button shows the Sleep icon, and the microphone appears with a blue "sleep balloon" with a crescent moon.

- Look at the Dock icon for Dragon Dictate. (Alternatively, use Command-Tab to display the application switcher.) If you have chosen the option to badge the Dock icon to display the microphone status, it appears with a crescent moon.
- Look at the optional status menu item. It appears with a crescent moon.
- Look in the Speech menu. The fourth mode menu item says "Wake Up".
- Look in the Dock menu. It contains menu items that work just like the Speech menu.

When in Sleep mode, you can **resume work** by doing any of the following:

- Say Wake Up or Turn [the] Microphone On.
- Choose Speech > Microphone On or Speech > Wake Up.
- Choose Microphone On or Wake Up from the Dock menu.
- Click the microphone icon in the Status window so that it appears with a green "go button".
- Click the optional status menu item so it appears with a green "go button".
- Press the keyboard shortcut for toggling the microphone.

Learning and Switching Modes

The three non-sleep modes — Dictation mode, Spelling mode, and Command mode — form a group. You can switch from one to another, and learn which mode Dragon Dictate is in, in a consistent manner.

To **switch between modes**:

- Say one of the following:
  - Dictation Mode
  - Spelling Mode
  - Command Mode

    - Numbers Mode

- Choose from the Status window mode menu. The mode menu appears when you click the mode button in the Status window.
- Choose from the Speech menu.
- Choose from the Dock menu.
- Press the keyboard shortcut for cycling between modes.

To **learn what mode you are in**:

- Look at the Status window. The mode button's icon represents the current mode; and in the mode menu, which appears when you click the mode button, the current mode is checked.
- Look in the Speech menu. The current mode is checked.
- Look in the Dock menu. It contains menu items that work just like the Speech menu.

Dictation Mode

In Dictation mode, you can both dictate text to be typed and issue commands to be obeyed. Dragon Dictate will type what you say, interpreting your words as dictation, *unless* it recognizes what you say as a command.

In general, if you speak smoothly and continuously, Dragon Dictate will interpret your words as **dictation**, even if they include words that might be a command. If you pause before and after a phrase, on the other hand, Dragon Dictate will consider that phrase as a possible **command**.

For example, Go To Sleep is a command (it switches to Sleep mode). So:

> If you say Go. To sleep, Dragon Dictate types Go to sleep.
>
> If you say Don't go to sleep in the middle of the lecture, Dragon Dictate types those words.
>
> But if you say Don't. Go to sleep, Dragon Dictate types Don't and then switches to Sleep mode.

So, to ensure that a phrase is recognized as a command, pause before and after the command, but speak the command itself smoothly and continuously.

This might be a good time to review the "Tips on Speaking" section.

What You Can Say in Dictation Mode

> **Words and phrases to be typed.** You can use the Vocabulary Editor window to view and edit the list of words that Dragon Dictate knows about. You should try not to make any extraneous noises, but Dragon Dictate will do its best to ignore the well-known hesitation noises "ah", "er", "uh", and "um". (In fact, you may have to use Spelling mode to type such items.)

Instructions for spacing and capitalization. In general there should be no need for these; Dragon Dictate will perform intelligent automatic spacing and capitalization. But if you do need finer control over capitalization and spacing, you have it. See "Capitalization, Spacing, and Numbers." To **insert a space**, say Space Bar.

In many cases it will be simpler to let Dragon Dictate perform its automatic capitalization, right or wrong, and then correct it after the fact with the capitalization editing commands discussed below.

Punctuation. Unlike spacing and capitalization, you *must* explicitly dictate any desired punctuation; Dragon Dictate doesn't try to insert punctuation intelligently based on grammar, tone of voice, or anything like that. Unlike Spelling mode, Dictation mode does incorporate punctuation into its intelligent automatic spacing. For names of punctuation marks, see "Punctuation." You can also add punctuation after dictating with the Surround the Word feature, which is also detailed in the "Punctuation." section.

Names of letters. Letter names may be used to type a word consisting of a letter, or for dictating an acronym; but you should not use letter names in Dictation mode as a substitute for Spelling mode. For example, to type An a-z of animals, say An alpha hyphen zulu of animals. Even this approach is not entirely reliable, as Dragon Dictate must allow for the possibility that alpha means alpha. Spelling mode gets better results. See "Letter Names in Dictation Mode."

Commands. All global, key, generated, and application-based commands are available.

Recognition training commands. You can train the voice model and **correct recognition errors** with these Dictation mode commands:

- Train "Someword"
- Train "Someword" Through "Otherword"

- Train “Someword” to “Otherword”

The words (or the utterance containing them) are selected and the Recognition window opens. See “Recognition Window.” When the Recognition window is open, additional Recognition window commands are available.

Navigation and editing commands. These are Dictation mode commands, listed in the next section, designed for basic text navigation and editing, to correct your own errors, to modify what you dictated, or to fix capitalization. These are “proper” ways to work on your document; they do *not* violate the Golden Rule (see “The Cache and the Golden Rule”).

If what you dictated was not correctly recognized by Dragon Dictate, it is better to use the Recognition window. See “Recognition Window.”

Navigation and Editing Commands

You can **move the insertion point** with these commands:

- Move Backward(s) NN Word(s), Move Forward(s) NN Word(s) (where “NN” is a number up to 99)

You can **place the insertion point** with these commands:

- Insert Before “Someword”
- Insert Before “Someword” Through “Otherword”
- Insert Before “Someword” to “Otherword”
- Insert After “Someword”
- Insert After “Someword” Through “Otherword”
- Insert After “Someword” to “Otherword”
- Insert Next “Someword” (where “Someword” is a word or series of words specified by the previous select command)

- Insert Previous "Someword" (where "Someword" is a word or series of words specified by the previous select command)

You can **control the selection** with these commands:

- Select "Someword"
- Select "Someword" Through "Otherword"
- Select "Someword" to "Otherword"
- Select Next, Select Previous
- Select the Next NN Words, Select the Previous NN Words (where "NN" is a number up to 100)
- Select Again "Someword" (where "Someword" is a word already selected)

You can **select and delete a phrase** with these commands:

- Delete "Someword"
- Delete "Someword" Through "Otherword"
- Delete "Someword" to "Otherword"
- Delete Next "Someword" (where "Someword" is a word already selected)
- Delete Previous "Someword" (where "Someword" is a word already selected)

You can **select and change the case** of a phrase with these commands:

- Capitalize "Someword"
- Capitalize "Someword" Through "Otherword"
- Capitalize "Someword" to "Otherword"
- Capitalize Next "Someword" (where "Someword" is a word or series of words specified by the previous select command)
- Capitalize Previous "Someword" (where "Someword" is a word or series of words specified by the previous select command)

- Lowercase "Someword"
- Lowercase "Someword" Through "Otherword"
- Lowercase "Someword" to "Otherword"
- Lowercase Next "Someword" (where "Someword" is a word or series of words specified by the previous select command)
- Lowercase Previous "Someword" (where "Someword" is a word or series of words specified by the previous select command)
- Uppercase "Someword"
- Uppercase "Someword" Through "Otherword"
- Uppercase "Someword" to "Otherword"
- Uppercase Next "Someword" (where "Someword" is a word or series of words specified by the previous select command)
- Uppercase Previous "Someword" (where "Someword" is a word or series of words specified by the previous select command)

In the above commands where you specify the words to select, if those words appear more than once in the document, Dragon Dictate selects the *nearest instance*. Position the insertion point near the desired words beforehand, to ensure that they will be selected.

If you speak to delete or alter text and then change your mind (perhaps because Dragon Dictate selected the wrong stretch of text), say Undo Dictation.

To **remove the word** last dictated or to the left of the cursor:

- Say Scratch Word.

To **remove the phrase** last dictated or to the left of the cursor:

- Say Scratch That (or Delete That). Dragon Dictate's notion of a "phrase" depends upon how it detects pauses in your speech.

If you "scratch" or "forget" and then change your mind (perhaps because Dragon Dictate removed more than you wanted), say Undo Dictation.

Capitalization, Spacing, and Numbers

In Dictation mode, you can say commands that apply special rules for **capitalization, spacing and interpretation of numbers**. This gives you finer control when Dictation mode's intelligent automatic behavior needs assistance. (For finest possible control, though, use Spelling mode.)

> **Tip.** Dragon Dictate comes with a large repertory of built-in words with correct capitalization and spacing. So, before using these commands, try saying your word (or look it up in the Vocabulary Editor window) to see what Dragon Dictate does. For example, Dragon Dictate handles correctly such terms as "CD-ROM" and "FreeBSD" without your having to worry about spacing, hyphenation, or capitalization.

Title Case

To **capitalize (title case) the next word**:

- Say Cap. (To type the word "cap" you may need to switch to Spelling mode and spell it out!)

In the Status window, the first indicator light will glow yellow and will read "Abc". When you say the next word, it will be typed capitalized, and the indicator light will go out automatically.

To **capitalize (title case) a series of words**, you may prefer to turn on title casing, say the series of words, and turn off title casing. To do so:

- Say Caps On.

In the Status window, the first indicator light will glow green and will read "Abc". Say the series of words, which will be typed capitalized. Finally, say Caps Off. The indicator light will go out.

Uppercase

To **uppercase (all caps) the next word**:

- Say All Caps.

In the Status window, the first indicator light will glow yellow and will read "ABC". When you say the next word, it will be typed uppercased, and the indicator light will go out automatically.

To **uppercase (all caps) a series of words**, you may prefer to turn on uppercasing, say the series of words, and turn off uppercasing. To do so:

- Say All Caps On.

In the Status window, the first indicator light will glow green and will read "ABC". Say the series of words, which will be typed uppercased. Finally, say All Caps Off. The indicator light will go out.

Lowercase

To **lowercase (no caps) the next word**:

- Say No Caps.

In the Status window, the first indicator light will glow yellow and will read "abc". When you say the next word, it will be typed lowercased, and the indicator light will go out automatically.

To **lowercase (no caps) a series of words**, you may prefer to turn on lowercasing, say the series of words, and turn off lowercasing. To do so:

- Say No Caps On.

In the Status window, the first indicator light will glow green and will read "abc". Say the series of words, which will be typed lowercased. Finally, say No Caps Off. The indicator light will go out.

Spaces

To **prevent automatic insertion of a space** before the next word:

- Say No Space.

In the Status window, the second indicator light will glow yellow. When you say the next word, it will be typed without a preceding space and the indicator light will go out automatically.

To **prevent automatic insertion of spaces** while saying a series of words:

- Say No Space On.

In the Status window, the second indicator light will glow green. Say the series of words, which will be typed without intervening spaces. Finally, say No Space Off. The indicator light will go out.

To **insert a space**:

- Say Space Bar.

In general you should not need to suppress or control spacing merely because of punctuation. For example, to hyphenate two words, say the first word, then Hyphen, then the second word. There will be no space on either side of the hyphen, because there is a built-in rule governing how automatic spacing works next to a hyphen.

Numbers

To force the next word to be interpreted as an **Arabic digit** ("1", "2", etc.):

- Say Numeral or switch to **Numbers** mode.

In the Status window, the third indicator light will glow yellow and will read "123". Say the digit. The digit will be typed, and the indicator light will go out automatically.

Tip. To type 0, say Oh or Zero.

To force the next word to be interpreted as a **Roman numeral** ("I", "II", etc.):

- Say Roman Numeral.

In the Status window, the third indicator light will glow yellow and will read "XIV". Say the number. The number will be typed, and the indicator light will go out automatically. This works even for large Roman numerals; for example, to type MCMXCVII, say Roman Numeral One Thousand Nine Hundred and Ninety Seven (in one smooth utterance).

Dragon Dictate performs a lot of automatic intelligent formatting of numbers and dates. Here are some details. You can also click on Auto Formatting under the Tools menu to bring up options for formatting addresses, dates, times, numbers, and other utterances, including common abbreviations and contractions.

When you say a number, Dragon Dictate will either type out the words or the number, depending on the context in which the number was used. If you want to force the program to type a number instead of typing the words for the number, say Numeral before saying the number.

Here are some examples of Dragon Dictate's automatic formatting and punctuation of numeric expressions.

Numbers (numerals) may be spoken using digits or full number names. Insert punctuation as needed.

What You Say	Result
Numeral One	1

What You Say	Result
Numeral Five	5
Seventeen	17
Forty Two	42
One Hundred Seventy Nine	179
Five Thousand Four Hundred and Twenty Three	5423
Numeral Five Comma No Space Four Hundred and Twenty Three	5,423
Twelve Thousand Five Hundred and Thirty Seven	12,537
One Hundred and Forty Two Thousand and Fifteen	142,015
Thirty Five Point Two Three	35.23
Zero Point Zero Three	0.03
Forty-Three Point Twenty Eight Percent Sign	43.28%

Fractions may be spoken normally, or you can clarify by saying Slash or Over between the numerator and the denominator.

What You Say	Result
Numeral One Half	1/2
Numeral One Over Four; Numeral One Quarter	1/4
Fifteen Sixteenths; Fifteen Over Sixteen	15/16
Two and Three Fourths	2 3/4
Eleven Over Thirty Two	11/32
Eleven Thirty Seconds	11/32

What You Say	Result
Three and Seven Eights; Numeral Three Seven Over Eight	3 7/8
Nine Slash Twelve Nine Over Twelve	9/12
Numeral Five Space Bar Three Slash Fifty Six	5 3/56
One Thirty Over Seventy	130/70

Currency may be spoken normally; the number will be parsed and punctuated in response to your use of the currency name.

What You Say	Result
Ninety Nine Dollars and Fifty Five Cents	$99.55
Forty Five Euros and Thirty Five Cents	€45.35
Pound Sterling Sign One Hundred and Twenty Point Thirty Five	£120.35

Zip codes (US) may be spoken normally, digit by digit. For other postal code formats, the best approach is probably to switch to Spelling mode.

What You Say	Result
Oh Two Four Six Zero	02460
Oh Two Four Six Zero Hyphen One Four Five Eight	02460-1458

US **telephone numbers** may be spoken normally, digit by digit, and punctuation will be automatic; for other telephone number formats, say the punctuation (you might like to experiment a bit).

What You Say	Result
Three Five Zero Zero Nine Zero Three	350-0903
Six Oh Three Three Five Oh Oh Nine Oh Three	603-350-0903

What You Say	Result
One Eight Hundred Five Five Five One Two One Two	1-800-555-1212
Open Parenthesis Six Zero Three Close Parenthesis Three Five Zero Zero Nine Zero Three	(603) 350-0903
One Two One Two Five Five Five Twelve Twelve	1-212-555-1212
Open Parenthesis Oh One Six Two Eight Close Parenthesis Eight Nine Four One Five Oh	(01628) 894150
Oh Two Seven Space Bar Six Two Nine Space Bar Eight Nine Four Four	027 629 8944
Six One Hyphen Seven Hyphen Four Six Nine Five Hyphen Two Zero Five Five	61-7-4695-2055

Dates and times may mostly be spoken normally. For times, the separator is a colon, and this is entered automatically if you say AM or PM. Alternatively, say punctuation explicitly.

What You Say	Result
Twenty Two January Nineteen Ninety Nine	22 January 1999
April Nine Comma Two Thousand And One	April 9, 2001
Fourteen Slash Oh Seven Slash Eighty Five	14/07/85
Three Slash Eleven Slash Zero Two	3/11/02
Three Slash Eleven Slash Two Thousand And Two	3/11/2002
April First	April 1
March Twenty Second	March 22
The Nineteen Eighties	the 1980s
The Nineteen Eighty Apostophe Ess	the 1980's
Seven Forty Five AM	7:45 AM

What You Say	Result
Three Colon Zero Zero	3:00

Letter Names in Dictation Mode

These are the names of letters that you can say in Dictation mode. (Consider using Spelling mode instead, though, as it is more reliable — because Spelling mode knows that you are probably saying the name of a letter — and has a wider range of things you can say.)

Letters

In Dictation mode, an **individual letter** (as opposed to known acronyms and abbreviations) must be entered using the International Radio Alphabet. This is intended primarily for when the letter name is itself a word.

An **initial** (a capital letter followed by a period) may be entered by saying Capital or Uppercase followed by the name of the letter. You can pronounce the letter's name normally or use the International Radio Alphabet. Thus, for example, to dictate L. M. Montgomery, you can say Capital L, Space Bar, Uppercase Mike, Montgomery. (The Space Bar is needed so as to get two separate initials rather than the acronym LM, as described in the next paragraph.)

An **acronym** (a series of capital letters without any spaces or periods in between) may be entered using successive initials. A period will appear after you dictate the first initial, but it will be removed when you dictate the second initial. Thus, for example, to dictate HAL 9000, you can say Capital H, Capital A, Capital L, Nine Thousand.

Here are the **International Radio Alphabet** letter names:

What You Say
Alpha
Bravo
Charlie
Delta
Echo
Foxtrot
Golf
Hotel
India
Juliet
Kilo
Lima
Mike
November
Oscar
Papa
Quebec
Romeo
Sierra
Tango
Uniform
Victor
Whiskey
Xray
Yankee

What You Say
Zulu

Diacritical Letters

A diacritical letter is a letter with a marking above or below it. (Spelling mode has a wider repertory of diacritical letters and is recommended.)

The following phrases, all involving the International Radio Alphabet, enter diacritical letters in Dictation mode:

What You Say	Result
Alpha-Accent-Acute	á
Alpha-Accent-Circumflex	â
Alpha-Accent-Grave	à
Alpha-Accent-Tilde; Alpha-Tilde	ã
Alpha-Accent-Umlaut	ä
Alpha-Ring-Above	å
Charlie-Accent-Cedilla	ç
Echo-Accent-Acute	é
Echo-Accent-Circumflex	ê
Echo-Accent-Grave	è
Echo-Accent-Umlaut	ë
India-Accent-Acute	í
India-Accent-Circumflex	î
India-Accent-Grave	ì
India-Accent-Umlaut	ï

What You Say	Result
November-Accent-Tilde	ñ
Oscar-Accent-Acute	ó
Oscar-Accent-Circumflex	ô
Oscar-Accent-Grave	ò
Oscar-Accent-Tilde; Oscar-Accent-Tilde	õ
Oscar-Accent-Umlaut	ö
Oscar-Oblique-Stroke	ø
Uniform-Accent-Acute	ú
Uniform-Accent-Circumflex	û
Uniform-Accent-Grave	ù
Uniform-Accent-Umlaut	ü
Yankee-Accent-Acute	ý
Yankee-Accent-Umlaut	ÿ

Ligatures and Non-Latin Letters

You can say the following ligatures and non-Latin letters in Dictation mode:

What You Say	Result
A E Diphthong; A E Ligature	æ
O E Diphthong; O E Ligature	œ
Eszet; German Sharp S	ß
S With Caron	š
Icelandic Eth	ð

What You Say	Result
Icelandic Thorn	þ

Dictionary Definition

You can ask Dragon Dictate to find the dictionary definition for any word by saying Show Definition For "Someword." The Dictionary application built into Mac OS X will launch and display the definition of the requested word. This command is also available in **Command**, **Numbers**, and **Spelling** modes.

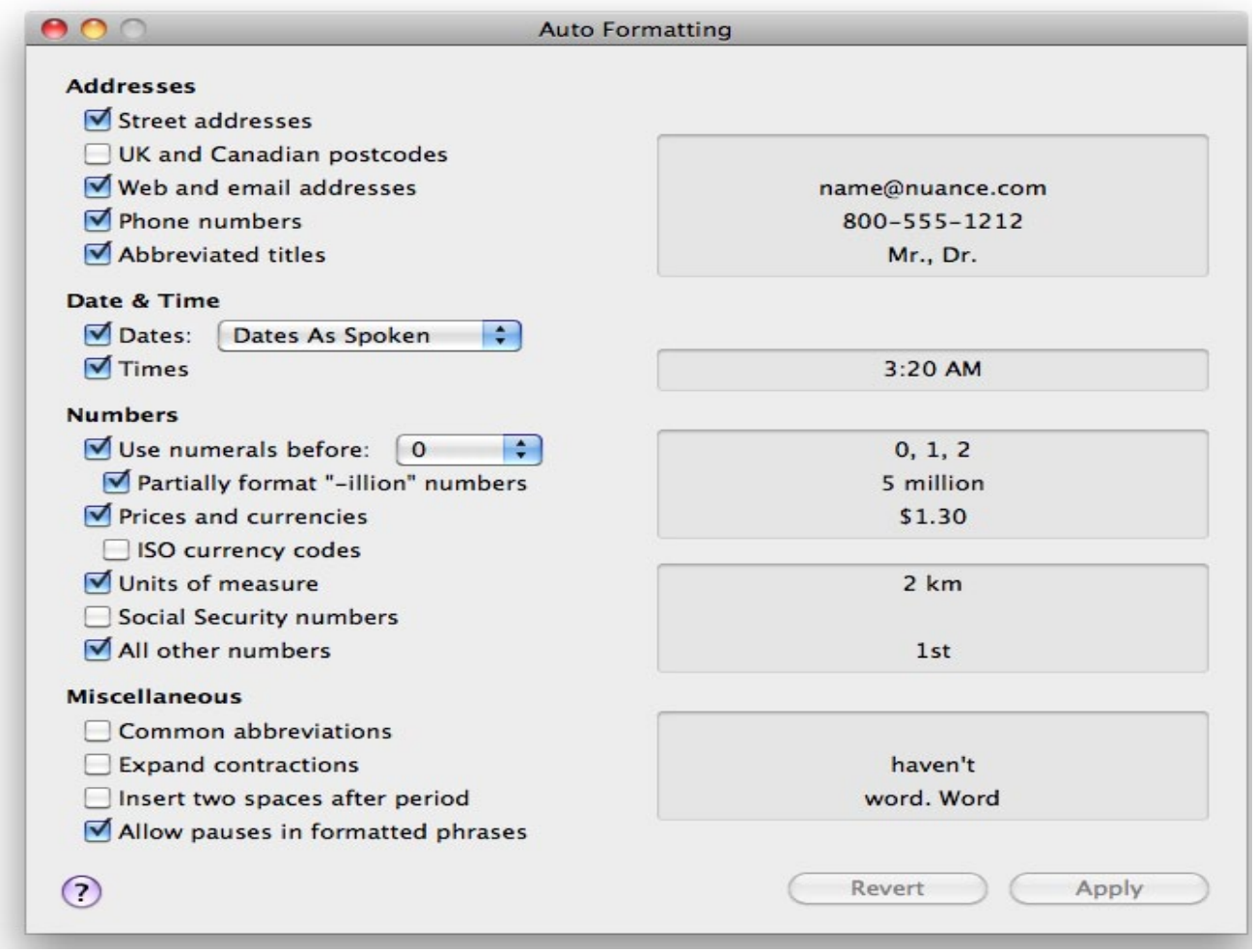
Document Search

In addition, you can search any document for a word or phrase by saying Search Document For "Someword" or Search Document For "Somephrase." If you want to just bring up the Find dialog, you can simply say Search Document. You can insert the word The or This between Search and Document. These commands are also available in **Command**, **Numbers**, and **Spelling** modes.

See pages 101-102 for additional ways to speak document search commands.

Auto Formatting

You can tell Dragon Dictate to automatically format addresses, dates and times, numbers, common abbreviations and contractions, and the number of spaces after a period. Click on **Auto Formatting…** in the Tools menu to bring up the **Auto Formatting** window, which offers several options. The windows to the right show you what will be displayed when a formatting option is checkmarked.



Addresses

Street Addresses

Dragon Dictate will automatically format postal addresses when this option is enabled. For example, speaking 49 Orchard Lane, Boston, Massachusetts Oh Two Four Four Six will produce 49 Orchard Lane, Boston, MA 02446. A separate option enables automatic formatting of UK and Canadian postcodes, such as W2 4RJ, which would be spoken as W Two Four R J.

> **Tip.** Some addresses, particularly those with a lot of numbers, can be difficult to interpret. For example, if you say Two Hundred Forty Fifth Street, Dragon Dictate may produce 245th Street, 200 45th Street, or 240 5th Street. The simple addition of the word And can help produce the right result, so if you say Two Hundred And Forty Fifth Street, 200 45th Street will be eliminated from the possible choices.

Web and Email Addresses

If you say Name At Nuance Dot Com, Dragon Dictate will produce name@nuance.com. Web site addresses, such as W W W Dot Nuance Dot Com, will also appear properly; in this case, you will see www.nuance.com on the screen.

Phone Numbers

Dragon Dictate will display properly-formatted phone numbers when you say seven- or ten-digit sequences. For example, Eight Hundred Five Five Five One Two One Two produces 800-555-1212. (You can also say Eight Zero Zero at the beginning of the sequence.)

> **Tip.** Vanity phone numbers, such as 1-800-EXAMPLE, are not supported, nor is automatic formatting of U.S. phone numbers for UK English users.

Abbreviated Titles

If you say Mister Smith or Missus Smith or Doctor Smith, for example, Dragon Dictate will produce Mr. Smith or Mrs. Smith or Dr. Smith.

Date & Time

The default in the dropdown menu is **Date As Spoken**, which produces dates exactly as you speak them. For example, January 5th 2011 produces January 5, 2011. (You can also say January 5 2011 to display the same result.) From the dropdown, you can select a variety of other ways to display dates, depending on your preference. For example, setting it to 1/5/2011 produces exactly that when you say January 5th 2011.

> **Tip.** Omitting the year when you speak produces the month and day as a word and a number, despite the formatting you've selected. For example, January 5 (or 5th) produces January 5.

When you say a time, it's properly formatted if that option is enabled. For example, Three Twenty A M produces 3:20 AM. Without auto-formatting, it would read 320 a.m.

Numbers

The **Use Numerals Before** option spells out all numbers equal to or less than the selected value, which is set at **0** as the default. The other choices in the drop-down menu are **2**, **10**, and **100**. For example, if you choose **10**, saying Three will produce three and saying Eleven will produce 11.

If you choose to **Partially Format "-illion" Numbers**, Dragon Dictate will display a combination of numbers and text when you speak numbers higher than 999,999. For example, saying Eight Million will produce 8 million instead of 8,000,000.

Prices and Currencies

This option properly displays money amounts. For example, One Dollar and Thirty Cents will produce $1.30. If the **ISO Currency Codes** option is checked, Dragon Dictate will display the proper three-letter code, rather than the currency symbol.

ISO Code Displayed	Currency Spoken	Currency Symbol
USD	US Dollar	$
CAD	Canadian Dollar	C$
EUR	Euro	€
JPY	Yen	¥
GBP	British Pound	£
CHF	Swiss Franc	F

Units of Measure

This option properly displays symbols and abbreviations for measurements. For example, Six Feet Three Inches will produce 6′ 3″, and Two Kilometers will produce 2 km. If you want to specify a format for a measurement, open the **Vocabulary Editor** in the Tools menu, click the word or abbreviation in the list and click the **Information** button at the bottom of the window.

Social Security Numbers

Dragon Dictate will display properly-formatted U.S. Social Security numbers when you say nine-digit sequences. For example, speaking One Two Three Four Five Six Seven Eight Nine produces 123-45-6789.

All Other Numbers

Numbers not covered elsewhere in this section are properly formatted when this option is checkmarked. They include negative numbers, numbers with punctuation, fractions, decimals, and Roman numerals. For example, speaking Roman Numeral Twenty-Four produces XXIV and Two Point Zero Three produces 2.03.

Miscellaneous

These final four options cover other common auto-formatting needs:

Common Abbreviations: Automatically converts words to their common abbreviations. For example, Versus will produce vs.

Expand Contractions: If this box is checked, spoken contractions will be expanded. For example, Haven't will produce have not. If a contraction could be ambiguous, however, it is always expanded, regardless of how you set this option. For example, It Is Always and It Has Always have two different meanings, so Dragn Dictate won't display it's always.

Insert Two Spaces After Period: Automatically inserts two spaces after each period. While this was a common convention when most writing was done with typewriters, today the standard is to use one space after a period, thanks to the proportional fonts found in word processing software.

Allow Pauses in Formatted Phrases: If you pause while speaking a number, Dragon Dictate's number and phrase formatting will still work together.

Proofreading

Dragon Dictate can read text back to you, whether you want to hear a specific selection or an entire document. Hearing your text can help you catch mistakes, especially ones that a spelling or grammar checker might miss, and it lets you listen to the flow of your writing, so you can decide where to make changes during editing.

Say Read Document or Read Selection to have Dragon Dictate read the entire document or the text you've selected by highlighting it with your mouse. You can also say Read the Words [text] to [text] to tell Dragon Dictate to read all the text from one word through another. You can substitute Proofread for Read and Through for To. For example, if a sentence says The quick brown fox jumped over the lazy dog, you can say Read the Words brown to over. You can also instruct Dragon Dictate to read a selection that spans multiple sentences.

Say Stop Reading to halt the speech synthesis.

Dragon Dictate uses the text-to-speech capabilities that are built into Mac OS X, so if you want to change the voice you hear, click on Speech in System Preferences and select Text to Speech. You'll see a few male and female voices to choose from, but if you select Show More Voices, the list will expand. You will probably want to stick with one of the standard voices, but if you want to have some fun, Mac OS X offers several novelty voices too, such as Bad News and Zarvox. Click the Play buton to hear a sample.

You can also change your preferred voice's speaking rate in the Speech preference pane.

Spelling Mode

In Spelling mode, you can both spell and give commands. Dragon Dictate will type individual letters, numbers, and punctuation that you say, *unless* it recognizes what you say as a command. If Dragon Dictate doesn't recognize what you say as a letter, number, punctuation, or command, nothing happens.

> **Tip.** Spelling mode enables a slightly different set of punctuation marks from Dictation mode, which can be useful. Spelling mode is also good for typing words that Dictation mode will misinterpret (such as "cap" or "uh"). It is helpful, too, when you want to type a word that Dragon Dictate doesn't know, or when you want to enter an abbreviation or acronym or URL; but Dictation mode also has ways of entering acronyms, and if you frequently use a word, you should consider adding it to your profile's vocabulary so that you can say it in Dictation mode (see "Vocabulary Editor Window").

In Spelling mode, **no automatic spaces** are inserted. Contrast Dictation mode, where automatic spaces are inserted before or after punctuation, as appropriate, and between words. In Spelling mode, you must insert any desired spaces yourself.

To **insert a space**:

- Say Space Bar.

To **remove the letter** last typed or to the left of the cursor:

- Say Scratch Word (or Delete Word) or Scratch That (or Delete Word).

If you "scratch" and then change your mind, say Undo Dictation.

What You Can Say in Spelling Mode

The names of letters and numerals. (For letter names, see the next section, "Letter Names in Spelling Mode.") To **capitalize a letter**:

- Say Cap followed by the name of the letter.

Punctuation. See "Punctuation."

Commands. All global, key, generated, and application-based commands are available.

Navigation commands. You can **control the insertion point** with these Spelling mode commands:

- Move Backward(s) NN Letter(s) and Move Forward(s) NN Letter(s) (where "NN" is a number up to 99)

Letter Names in Spelling Mode

These are the names of letters and numerals that you can say in Spelling mode.

Letters

Letters are lowercase by default. To **capitalize a letter**:

- Say Cap followed by the name of the letter.

To **type a letter** in Spelling mode:

- Say the name of the letter, e.g. A, B, etc.
- Or, say the International Radio Alphabet name of the letter (listed below).

When saying a plain letter name (as opposed to a diacritical letter, discussed below), you may precede the name of the letter by Letter, e.g. Letter A, Letter B, Letter Alpha, Letter Bravo. This can help disambiguate.

To **repeat a letter** (that is, to say a letter that appears twice in succession):

- You may say the letter name preceded by Double, e.g. Double A, Double Alpha. (In case of "u", say Double Letter U to disambiguate from "w".)

Here are the **International Radio Alphabet** letter names:

What You Say
Alpha
Bravo
Charlie
Delta
Echo
Foxtrot
Golf
Hotel
India
Juliet
Kilo
Lima
Mike
November
Oscar
Papa
Quebec
Romeo
Sierra
Tango

What You Say
Uniform
Victor
Whiskey
Xray
Yankee
Zulu

Diacritical Letters

A diacritical letter is a letter with a marking above or below it. To **type a diacritical letter** in Spelling mode:

- Say the name of the letter (normal or International Radio Alphabet) followed by the name of the diacritical: A-Acute, Alpha-Acute.
- Optionally, in most cases you may say Accent between the name of the letter and the diacritical (even when, strictly speaking, the diacritical is not an accent): for example, A Accent-Acute, Alpha Accent-Acute. But you cannot do this for "Dieresis" or "Ring".

Not every diacritical is possible, even for every European language. You cannot, for example, say the fourth letter of "Dvořák". (The best way to type Dvořák's name with Dragon Dictate would be through a Text Macro command; see "Commands Window."

Letter	Diacriticals
A	Acute, Circumflex, Grave, Tilde, Umlaut; Dieresis, Ring
C	Cedilla
E	Acute, Circumflex, Grave, Umlaut; Dieresis
I	Acute, Circumflex, Grave, Umlaut; Dieresis

Letter	Diacriticals
N	Tilde
O	Acute, Circumflex, Grave, Tilde, Umlaut; Dieresis, Ring
U	Acute, Circumflex, Grave, Umlaut; Dieresis
Y	Acute, Umlaut; Dieresis

Ligatures and Non-Latin Letters

You can say the following ligatures and non-Latin letters in Spelling mode:

What You Say	Result
A E Diphthong; A E Ligature; Ligature A E	æ
O Slash	ø
O E Diphthong; O E Ligature; Ligature O E	œ
Eszet; Sharp S; German Sharp; German Sharp S	ß
S Wedge	š
Icelandic Eth	ð
Icelandic Thorn	þ

Numerals

Numerals are individual digits. To **type a digit** in Spelling mode:

- Say the name of the digit, e.g. Zero, One, etc.
- Or, say Numeral followed by the name of the digit, e.g. Numeral Zero, Numeral One, etc. (Do *not* say Number, which signifies the hash sign, "#".)

Some numeric symbols are discussed as punctuation; see "Punctuation."

Numbers Mode

In Numbers mode, Dragon Dictate will type Arabic numerals when you say them, such 80 when you say Eighty. It will also recognize certain punctuation marks, some commands, and a few words. You can say Numbers Mode to switch to it, or you can choose it under the Speech menu or in the Dock menu.

> **Tip.** Numbers mode, when used in conjunction with certain Auto Formatting options, is most useful when you need to dictate strings of numbers, such as phone numbers for a contact list or prices for a product list.

As in Spelling mode, **no automatic spaces** are inserted in Numbers mode. You must insert spaces yourself. If you don't, Dragon Dictate may combine separate smaller numbers into a single larger one.

To **insert a space**:

- Say Space Bar.

To **remove the number** last typed or to the left of the cursor:

- Say Scratch Number (or Delete Number or Scratch That).

If you Scratch and then change your mind, say Undo Dictation.

See "Punctuation." for the punctuation marks that are available in Numbers mode.

Here are the words Numbers mode recognizes:

What You Say
And
Billion

What You Say
Cent/Cents
Dollar/Dollars
Euro/Euros
Hundred
Million
Minus
Pence
Thousand
Trillion

Punctuation

In Dictation mode, Spelling mode, and Numbers mode, you can say the names of punctuation marks that Dragon Dictate should type. This chapter lists the names of these symbols. These names are listed also in the Available Commands window (and, for Dictation mode, in the Vocabulary Editor window).

There are some broad differences between saying a punctuation mark in Dictation mode and saying it in Spelling or Numbers mode.

In Dictation mode, Dragon Dictate will attempt to insert *intelligent automatic spacing*. (For example, it will probably put a space before "open quote" and after "close quote".) You may be able to prevent this by switching No Space on. But for finest control, use Spelling mode.

In Spelling and Numbers modes, on the other hand, Dragon Dictate types the symbol and that's all. Also, Spelling mode has a larger repertory of punctuation marks (and of things you can say to type them).

After you've dictated text, you can go back and add punctuation around a word or group of words with a feature called Surround the Word. You can specify a single word, selected text, or a specific series of words, such as "and of things you can say to type them." For example, you can say Put Double Quotes Around the Words open quote, or Put Parentheses Around the Words and Through them.

With Surround the Word, you can add quotes, double quotes, parentheses, brackets, curly brackets, angle brackets, braces, Spanish exclamation marks, and Spanish question marks.

Spaces

What You Say	Result	Mode	Comments
Space Bar		All three	Space character
No-Break Space; Non-Breakable Space; Unbreakable Space		Spelling	
New Line; Next Line		Dictation, Numbers	Single return character
New Paragraph; Next Paragraph		Dictation, Numbers	Double return character
Tab Key		Dictation, Numbers	Tab character

Stops

What You Say	Result	Mode	Comments
Period	.	All three	US dialect only
Full Stop; Dot	.	All three	
Period Paragraph	.	Dictation, Numbers	Full stop followed by double return character
Exclamation Mark	!	All three	
Exclamation Point	!	All three	US dialect only
Inverted Exclamation Point	¡	Dictation, Spelling	
Inverted Exclamation Mark	¡	Spelling	
Question Mark	?	All three	
Inverted Question Mark	¿	Dictation, Spelling	

Pauses and Joins

What You Say	Result	Mode	Comments
Hyphen	-	All three	No space before or after in Dictation mode
Soft Hyphen		Spelling	Unicode 173, optional hyphen (not every application interprets this correctly)
Comma	,	All three	
Semicolon	;	All three	
Colon; Colon Mark (Dictation and Numbers modes only)	:	All three	
Center Dot; Middle Dot (Spelling mode only)	·	Dictation, Spelling	
Dash	--	Dictation, Spelling	Two hyphens
Em-Dash	---	Dictation	Three hyphens
En-Dash	--	Dictation	Two hyphens
Em-Dash	—	Spelling	Unicode 8212, a true em-dash
En-Dash	–	Spelling	Unicode 8211, a true en-dash

Apostrophe and Quotes

What You Say	Result	Mode	Comments
Apostrophe	'	Dictation, Spelling	Straight apostrophe (no preceding space)
Apostrophe-Ess	's	Dictation, Spelling	Straight apostrophe
Open Single Quote; Begin Single Quote	‘	Spelling	Left curly single quote

What You Say	Result	Mode	Comments
Close Single Quote; End Single Quote	’	Spelling	Right curly single quote
Single Quote	'	Spelling	Straight single quote
Open Single Quote; Begin Single Quote	'	Dictation	Straight single quote (preceding space)
Close Single Quote; End Single Quote	'	Dictation	Straight single quote (no preceding space, like apostrophe)
Open Quote; Begin Quote	“	Spelling	Left curly double quote
Close Quote; End Quote	”	Spelling	Right curly double quote
Quote; Quotation Marks	"	Spelling	Straight double quote
Open Quote; Open Quotes; Begin Quote; Begin Quotes; Open Double Quote; Open Double Quotes; Begin Double Quote; Begin Double Quotes	"	Dictation	Straight double quote (preceding space)
Close Quote; Close Quotes; End Quote; End Quotes; Close Double Quote; Close Double Quotes; End Double Quote; End Double Quotes	"	Dictation	Straight double quote (no preceding space)
Open Euro Quote; Open Euro Quotes	«	Dictation, Spelling	
Close Euro Quote; Close Euro Quotes	»	Dictation, Spelling	
Begin Angle Quote; Begin Angle Quotes; Open Angle Quote; Open Angle Quotes	«	Spelling	
End Angle Quote; End Angle Quotes; Close Angle Quote; Close Angle Quotes	»	Spelling	

Enclosures

What You Say	Result	Mode	Comments
Open Paren; Left Paren; Open Parenthesis; Left Parenthesis	(	All three	
Close Paren; Right Paren; Close Parenthesis; Right parenthesis	)	All three	
Open Bracket; Left Bracket	(	Dictation, Spelling	Non-US dialects, like parenthesis
Close Bracket; Right Bracket	)	Dictation, Spelling	Non-US dialects, like parenthesis
Open Bracket; Left Bracket	[	Dictation, Spelling	US dialect, like square bracket
Close Bracket; Right Bracket	]	Dictation, Spelling	US dialect, like square bracket
Open Square Bracket; Left Square Bracket	[	Dictation, Spelling	
Close Square Bracket; Right Square Bracket	]	Dictation, Spelling	
Open Brace; Left Brace; Open Curly Brace; Left Curly Brace; Open Curly Bracket; Left Curly Bracket	{	Dictation, Spelling	
Close Brace; Right Brace; Close Curly Brace; Right Curly Brace; Close Curly Bracket; Right Curly Bracket	}	Dictation, Spelling	
Open Angle Bracket; Left Angle Bracket	<	Dictation	

What You Say	Result	Mode	Comments
Close Angle Bracket; Right Angle Bracket	>	Dictation	
Open Angle Bracket; Left Angle Bracket	‹	Spelling	Unicode 8249, left angle quote
Close Angle Bracket; Right Angle Bracket	›	Spelling	Unicode 8250, right angle quote

Money

What You Say	Result	Mode	Comments
Cents Sign; Cent (Spelling mode only)	¢	Dictation, Spelling	
Dollar Sign; Dollar (Spelling mode only)	$	Dictation, Spelling	
Sterling Sign; Sterling	£	Spelling	
Pound Sterling Sign	£	Dictation	US dialect
Pound Sign	£	Dictation, Spelling	Non-US dialects
Yen Sign; Yen (Spelling mode only)	¥	Dictation, Spelling	
Euro Sign; Euro (Spelling mode only)	€	Dictation, Spelling	
Guilder Sign; Guilder (Spelling mode only)	ƒ	Dictation, Spelling	

Arithmetic

What You Say	Result	Mode	Comments
Equals Sign; Equal (Spelling mode only)	=	Dictation, Spelling	
Plus Sign; Plus (Spelling mode only)	+	All three	
Minus Sign	-	All three	
Plus or Minus Sign; Plus or Minus (Spelling mode only)	±	Dictation, Spelling	
Plus Minus Sign; Plus Minus	±	Spelling	
Multiplication Sign	×	Dictation	
Multiply Sign; Multiply; Times sign; Times	×	Spelling	
Division Sign	÷	Dictation, Spelling	
Divide Sign; Divide	÷	Spelling	
Less Than Sign; Less Than (Spelling mode only)	<	Dictation, Spelling	
Greater Than Sign; Greater Than (Spelling mode only)	>	Dictation, Spelling	
Percent Sign; Percent (Spelling mode only)	%	All three	
Point	.	Dictation, Spelling	
Logical Not Sign; Logical Not (Spelling mode only)	¬	Dictation, Spelling	
Not Sign; Not	¬	Spelling	
Superscript One	¹	Dictation, Spelling	
Superscript Two	²	Dictation, Spelling	

What You Say	Result	Mode	Comments
Squared; Square	²	Spelling	
Superscript Three	³	Dictation, Spelling	
Cubed; Cube	³	Spelling	
One-Half Sign	½	Dictation, Spelling	
Half Sign; Half; One Half	½	Spelling	
One-Quarter Sign	¼	Dictation, Spelling	
Quarter Sign; Quarter; One Quarter	¼	Spelling	
Three Quarters Sign	¾	Dictation, Spelling	
Three Quarters	¾	Spelling	

Octothorpe

What You Say	Result	Mode	Comments
Pound Sign; Pound (Spelling mode only)	#	Dictation, Spelling	US dialect only
Number Sign; Number (Spelling mode only)	#	Dictation, Spelling	US dialect only
Hash Sign; Hash (Spelling mode only); Hash Mark (Spelling mode only)	#	Dictation, Spelling	In Dictation mode, works only in non-US dialects
Sharp Sign; Sharp (Spelling mode only)	#	Dictation, Spelling	In Dictation mode, works only in non-US dialects

Other Common Symbols

What You Say	Result	Mode	Comments
Ampersand; And-Sign; Ampersand Sign (Spelling mode only)	&	Dictation, Spelling	
Asterisk; Star (Spelling mode only)	*	All three	
At Sign; At (Spelling mode only)	@	Dictation, Spelling	
Backslash	\	Dictation, Spelling	
Backquote; Backtick (Dictation mode only)	`	Dictation, Spelling	
Caret; Hat (Spelling mode only)	^	Dictation, Spelling	
Copyright Sign; Copyright (Spelling mode only)	©	Dictation, Spelling	
Degree Sign; Degree (Spelling mode only)	°	Dictation, Spelling	
Ellipsis; Dot-Dot-Dot	...	Dictation, Numbers	Three dots
Ellipsis	…	Spelling	Unicode 8230, true ellipsis mark

What You Say	Result	Mode	Comments
Forward Slash; Slash	/	All three	
Large Center Dot	•	Dictation	Unicode 8226, bullet
Logical And	&&	Dictation	
Logical Or	||	Dictation	
Optional Ess	(s)	Dictation	
Paragraph Sign; Paragraph (Spelling mode only)	¶	Dictation, Spelling	
Registered Sign; Registered (Spelling mode only)	®	Dictation, Spelling	
Registered Trademark Sign; Registered Trademark	®	Spelling	
Section Sign; Section (Spelling mode only)	§	Dictation, Spelling	
Tilde	~	Dictation, Spelling	
Trademark Sign; Trademark (Spelling mode only)	™	Dictation, Spelling	
Underscore	_	All three	
Vertical Bar; Bar (Spelling mode only)	|	Dictation, Spelling	

Rarities

What You Say	Result	Mode	Comments
Alternate Comma	‚	Spelling	Unicode 8218, lowered single quote
Angstrom	å	Spelling	
Broken Vertical Bar	¦	Spelling	
Dagger	†	Spelling	
Single Dagger Sign	†	Dictation	
Double Comma	„	Dictation, Spelling	Unicode 8222, lowered double quote
Double Dagger	‡	Spelling	
Double Dagger Sign	‡	Dictation	
Feminine Ordinal	a	Spelling	
Feminine Ordinal Sign	a	Dictation	
Macron Sign; Macron (Spelling mode only)	–	Dictation, Spelling	
Masculine Ordinal	o	Spelling	
Greek Mu	μ	Dictation, Spelling	
Micro	μ	Spelling	
Micron; Micro Sign	μ	Dictation	
Per Thousand; Permille	‰	Spelling	
Permille Sign	‰	Dictation	

Smilies

What You Say	Result	Mode	Comments
Smiley Face; Smiley	:-)	Dictation	
Frowny Face; Frowny	:-(	Dictation	
Winky Face; Winky	;-)	Dictation	
Laughing Face	:oD	Dictation	
Winky Laughing Face	;oD	Dictation	

Surround the Word

What You Say	Result	Mode	Comments
Put Quotes Around the Word/Selection/Words X Through Y	"text"	Dictation	
Put Double Quotes Around the Word/Selection/Words X Through Y	"text"	Dictation	
Put Quotation Marks Around the Word/Selection/Words X Through Y	"text"	Dictation	
Put Single Quotes Around the Word/Selection/Words X Through Y	'text'	Dictation	

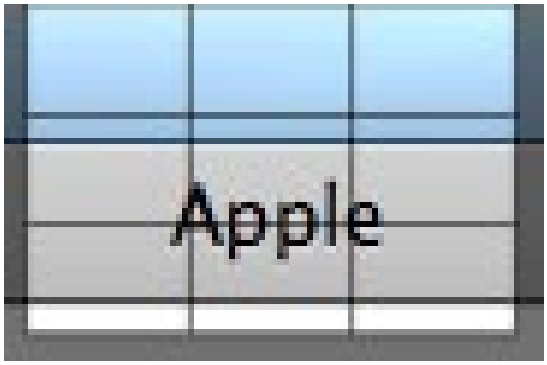
What You Say	Result	Mode	Comments
Put Straight Quotes Around the Word/ Selection/Words X Through Y	"text"	Dictation	
Put Single Straight Quotes Around the Word/Selection/ Words X Through Y	'text'	Dictation	
Put Parentheses Around the Word/ Selection/Words X Through Y	(text)	Dictation	
Put Curly Brackets Around the Word/ Selection/Words X Through Y	{text}	Dictation	
Put Braces Around the Word/Selection/ Words X Through Y	{text}	Dictation	
Put Curly Braces Around the Word/ Selection/Words X Through Y	{text}	Dictation	
Put Square Brackets Around the Word/ Selection/Words X Through Y	[text]	Dictation	

What You Say	Result	Mode	Comments
Put Brackets Around the Word/Selection/ Words X Through Y	[text]	Dictation	
Put Angle Brackets Around the Word/ Selection/Words X Through Y	<text>	Dictation	
Put Spanish Exclamation Marks Around the Word/ Selection/Words X Through Y	¡text!	Dictation	
Put Spanish Question Marks Around the Word/Selection/ Words X Through Y	¿text?	Dictation	

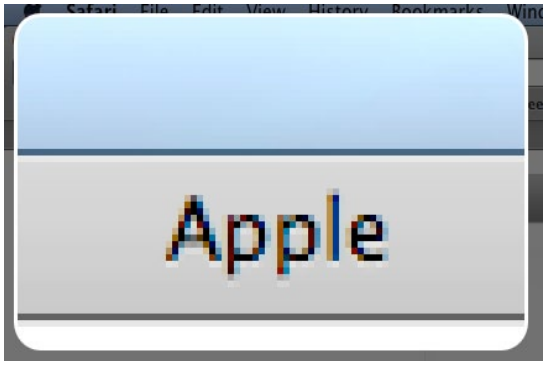
Mouse Control

Dragon Dictate allows you to move your cursor in Command mode. You can simply move your cursor by issuing commands, or you can say MouseGrid or Open MouseGrid to summon a transparent three-by-three full-screen grid with the numbers one through nine. With the mouse grid on the screen, speak the number you want to focus on. A new three-by-three grid will appear in that spot. You can repeat the process, but when the desired area becomes too small to display a grid, you will see a magnification window.

Say Small MouseGrid or Open Small MouseGrid to start the process with a small mouse grid centered around the pointer's current location. You can speak Small MouseGrid to summon the small grid at the mouse pointer's current location; the mouse will be located in grid panel 5. Say Cancel to remove the grid.



When the MouseGrid becomes too small to display numbers, you'll see this.



And the magnification window will appear to show what you're focused on.

To move your mouse pointer without using the mouse grid, say Move Mouse and add the desired direction: Up, Down, Left, or Right. You can also add a combination of directions, such as Left and Up, and you can append 1-100 units of measurement -- Points, Centimeters, or Inches -- after the direction. (For example: Move Mouse Right and Down Two Inches.) Say Faster or Slower to change the mouse speed; you can repeat the command to make it move even faster or slower. Mouse movement has three levels of speed. Say Stop to end mouse movement.

When you have your mouse pointer in the desired spot, you can say Mouse Click, Mouse Double Click, or Mouse Triple Click. Before those words, you can also say any combination of Command, Option, Shift, Control, or Caps Lock, enabling you to use those keys in conjunction with a single, double, or triple mouse click. Say Hold Mouse when you want to click and hold the mouse pointer; a flashing circle appears around it to indicate that status. Say Release Mouse to disengage the mouse.

By issuing voice commands to click and hold the mouse, and then move it, you can highlight sections of text, drag and drop files and folders, and more.

You can change the mouse grid's appearance in the Appearance Preferences pane under the Dictate menu. You can modify its level of transparency and change its color, along with the color displayed when you say Hold Mouse. In addition, you can decide whether Dragon Dictate automatically switches to Command mode when you invoke the MouseGrid, and you can enable or disable zoom, which turns on and off the magnification window that appears when the mouse grid becomes too small to display numbers.

Mouse Commands
[Open] MouseGrid
[Open] Small MouseGrid
Cancel
[Modifer(s)] Press Mouse or Hold Mouse
[Modifier(s)] Mouse Click or [Modifier(s)] Mouse Double Click or [Modifier(s)] Mouse Triple Click
Release Mouse
Move Mouse (Direction) [1-100 Points/Centimeters/Inches]
Stop
Slower
Faster

Commands

To **learn what commands are available** at any moment, use the Available Commands window. See "Available Commands Window."

Commands may be **edited** — modified, created, activated and deactivated, and deleted — in the Commands window. See "Commands Window."

Commands come in **six categories**:

Mode-based commands. Individual modes may have commands built into them. For example, Capitalize the Word "Valley" is something you can say in Dictation mode only. For more information, see the discussion of each mode.

Window-based commands. Some commands become available only when a certain window is open. For example, Pick 2, to insert the second alternative from the Recognition window into your document, is available only when the Recognition window is open. See "Recognition Window."

Global commands. Some commands are global, meaning that they are always available (except in Sleep mode). See "Global Commands."

Key commands. Key commands are global commands that let you say the names of keyboard keys or modifier-key combinations for Dragon Dictate to type. See "Key Commands."

Generated commands. Dragon Dictate, as it starts up, will optionally generate additional global commands that let you launch applications or create an email message addressed to someone in your Address Book. See "Generated Commands."

Application-based commands. Some commands become available only when a certain application is frontmost. For example, you can say Send

Message when iChat or Mail is frontmost. Dragon Dictate comes with command sets for Finder, TextEdit, Safari, Mail, iChat, and iCal, as well as a command set for its menu options. See "Application-Based Commands."

If the command you want to say is not a mode-based command, then the way to be certain that Dragon Dictate understands your words as a command to be obeyed, and *not* dictation to be typed, is to **switch to Command mode**.

Global Commands

These commands are available in every mode (except Sleep mode). Some of them control Dragon Dictate; others control the computer as a whole, or whatever application is frontmost. Dragon Dictate has a lot of flexibility when recognizing commands; words that are in parentheses are optional.

Dragon Dictate Modes and Microphone

What You Say	Comment
Dictation Mode	Sets Dragon Dictate's microphone to Dictation Mode.
Switch To Dictation Mode	Sets Dragon Dictate's microphone to Dictation Mode.
Spelling Mode	Sets Dictate's microphone to Spelling Mode.
Switch To Spelling Mode	Sets Dragon Dictate's microphone to Spelling Mode.
Command Mode	Sets Dragon Dictate's microphone to Command Mode.
Switch To Command Mode	Sets Dragon Dictate's microphone to Command Mode.
Numbers Mode	Sets Dragon Dictate's microphone to Numbers Mode.
Go To Sleep	Sets Dragon Dictate's microphone to Sleep Mode.
Sleep Mode	Sets Dictate's microphone to Sleep Mode.
Switch To Sleep Mode	Sets Dragon Dictate's microphone to Sleep Mode.
Wake Up	Restores Dragon Dictate to its previous mode.
Microphone Off	Turns the microphone off. No further voice input is possible until microphone is turned on by keyboard or menu item.

Dragon Dictate Dictation and Training

What You Say	Comment
Scratch That	Deletes the utterance or portion of utterance immediately to the left of the cursor or selection. An utterance is a phrase that you spoke. "Forget That" is an alternative name for this command.
Scratch Word	Deletes the word just prior to the cursor or left edge of the selection. "Forget Word" is an alternative name for this command.
Undo Dictation	Reverses the effect of the last dictation or delete dictation command (Delete, Scratch, Forget). Use of this command removes the correction information from the text involved, so if you "Redo Dictation" you will not be able to correct the replaced text. If your last dictation replaced text, that text is restored, but no correction information is restored.
Redo Dictation	Redo Dictation reverses the effect of the Undo Dictation command.
Play the Selection	Play the Selection
Train Vocabulary from Selection	Copies the current selection and opens the Vocabulary Training window and uses the copied text as input.
Cache Document	Tells Dragon Dictate to record the contents of the current window as "user typed text". All prior knowledge of the window contents is replaced (dictation information, spelled letters). See "The Cache and the Golden Rule."
Cache Selection	Tells Dragon Dictate to record the selection of the current window as "user typed text". All prior knowledge of the window contents is replaced (dictation information, spelled letters). See "The Cache and the Golden Rule."

What You Say	Comment
Purge Cache	Removes all cached information regarding the active window's contents. This does *not* delete the text appearing in the active window, but Dragon Dictate now assumes that the window is blank, *except* for Note Pad windows. When "Purge Cache" is applied to a Note Pad window, a "Cache Document" command is automatically generated as well because Dragon Dictate always knows about the contents of its own windows. See "The Cache and the Golden Rule."

Dragon Dictate Windows

What You Say	Comment
Show (This or The) Status Window	Shows the Status window for Dragon Dictate.
Hide or Close Status Window	Hides the Status window for Dragon Dictate.
Show Available Commands Window	Shows the Available Commands window for Dragon Dictate.
Hide or Close Available Commands Window	Hides the Available Commands window for Dragon Dictate.
Show (This or The) Recognition Window	Displays the Recognition window containing alternatives for the current selection or the utterance to the left of the cursor.
Bring Dictate to the Front	Makes Dictate the frontmost application.

Navigation

What You Say	Comment
Go To Beginning	Moves the cursor to the first position in the document.
Move To Beginning Of Document	Positions to the beginning of the document.
Go To End	Moves the cursor to the last position in the document.
Move To End Of Document	Positions to the end of the document.

What You Say	Comment
Next Field	Moves the cursor to the next field by sending a tab and purges the cache.
Previous Field	Moves the cursor to the previous field by sending a shift tab and purges the cache.

Copy and Paste

Outside of a Note Pad window (that is, in an application other than Dragon Dictate), these commands are the same as if you had used your hands, and therefore they are violations of the Golden Rule of Dragon Dictate. Dictation mode navigation commands won't work properly afterwards; if this causes a problem, issue a "cache" command. See "The Cache and the Golden Rule."

What You Say	Comment
Copy Selection	Mimics the Command-C keypress, which copies whatever is selected to the clipboard in most applications.
Cut Selection	Mimics the Command-X keypress, which cuts whatever is selected to the clipboard in most applications.
Paste from Clipboard	Pastes the contents of the clipboard at the insertion point.
Select All	Mimics a Command-A keypress. Specifically, this command is intended to select all text within a text document or object, or all objects in the front-most document.
No Leading Space	All spaces are removed before the word immediately after the cursor or left edge of the selection. Does not apply to words that have not been dictated yet. Use "No Space" for those.

Button and Keyboard Pressing

What You Say	Comment
Press Cancel	Press the Cancel Button.
Press Don't Save	Press the Don't Save Button.

What You Say	Comment
Press OK	Press the OK Button.
Cancel This Operation	Cancels the current operation.
Save This Document	Mimics a Command-S keypress. This command will save the frontmost document in most applications.

Menus

What You Say	Comment
File New	Selects the New menu item on the File Menu.
File Open	Selects the Open menu item on the File Menu.
File Close	Selects the Close menu item on the File Menu.
Undo Last Action	Undoes the last action. This command violates the Golden Rule of Dragon Dictate, so don't use it in the middle of dictation (or if you do, issue a "cache" command afterwards). See "The Cache and the Golden Rule." To undo a dictation error without violating the Golden Rule, use Scratch That or Undo Dictation.
Redo Last Action	Redo last action reverses the effect of the "Undo Last Action" command.
About this Application	Displays information about the frontmost application.
Access Find Window	Opens the Find window. This window will look different depending on what version of Mac OS X you are using.
Access Force Quit Window	Opens the Force Quit window.
Show (This or The) Date and Time	Displays a dialog box with the date and time stamp. Also allows you to put the date stamp on the clipboard.

Spaces, Exposé, and Screen Capture

What You Say	Comment
Switch To Space One	Switches directly to the Space 1.

What You Say	Comment
Switch To Space Two	Switches directly to the Space 2.
Switch To Space Three	Switches directly to the Space 3.
Switch To Space Four	Switches directly to the Space 4.
Expose All Windows	Uses Exposé to expose all windows.
Expose Application Windows	Uses Exposé to expose windows for the active application.
Expose Desktop	Uses Exposé to expose the Desktop.
Capture Screen	Takes a snapshot of the entire screen and saves it on the desktop.
Capture Selection	Allows you to capture a snapshot of a selection.

Application and Window Navigation

What You Say	Comment
Hide This or The Application	Hides the frontmost application.
Hide Other Applications	Hides all applications except the frontmost application.
Hide All Applications	Hides all applications except the Finder.
Show All Applications	Shows all applications.
Switch To Next Application	Switches to the next application that is running.
Switch To Previous Application	Switches to the previous application that is running.
Next Application Window	Activates the next window in the active application.
Previous Application Window	Activates the previous window in the active application.
Quit This Application	Quits the frontmost application, except if it is Dragon Dictate. Dragon Dictate must be quit using menu or keyboard.
Activate [Name of Application]	Brings the named application to the front. "Activate" commands are automatically generated for all running applications and appear in the Applications subgroup of the Available Commands window.

What You Say	Comment
Quit [Name of Application]	Quits the named application. "Quit" commands are automatically generated for all running applications except the Finder and Dragon Dictate, and appear in the Applications subgroup in the Available Commands window.

Computer As a Whole

What You Say	Comment
Turn Dock Hiding On	Turns on Dock hiding.
Turn Dock Hiding Off	Turns off Dock hiding.
Put Computer to Sleep	Puts the computer to sleep.
Special Sleep	Forces the computer to go to sleep.
Restart the Computer	Restarts the computer.
Special Restart	Restarts the computer without waiting for other tasks to complete.
Search Menus for [text]	Searches Mac OS X's menus for a specific word or phrase
Search [someplace] for [text]	Searches a specific place on your Mac for a specific word or phrase

Voice Shortcuts

Given the amount of data we store on our Macs and the sheer volume of information available on the Internet, odds are you perform frequent searches. Dragon Dictate lets you easily scour your Mac or the Internet for what you need.

You can search in Spotlight, or a Finder window's search field, on your Mac, or you can open a web browser and tell Dragon Dictate to check the Google, Yahoo!, or Bing search engines for a text string. You can also open Mail and search your emails; both the messages' subject headers and content will be included.

What You Say
Search Spotlight or Mac or Computer for [text string]
Search Google or Yahoo or Bing for [text string]
Search Mail for [text string]

The Web 100 Commands

The Web 100 commands are global commands that take you in your browser to any of a hundred commonly used web sites. For example, you can say Jump to Bartleby to go to the bartleby.com Great Books Online site.

These commands are enabled as a group if you have checked Enable Web Site Commands in the Command Preferences pane. If enabled, they will appear in the Available Commands window in the **Web 100** subgroup of the **Global** group.

Key Commands

Key commands are global commands that let you tell Dragon Dictate to **enter a keystroke**, as if you had typed that keystroke manually.

Key commands can help you in situations where you might otherwise have to use the keyboard, when there is no built-in command that lets you say what you want done. And even when there is a built-in command, key commands may be easier to remember; for example, even if you forget the global command for creating a new document in any application (File New), you probably know that its key combination is Command-N, so you can say Press the Key Combo Command N.

When Dragon Dictate types in response to a key command, the typing is directed just as real keyboard typing would be. So, for example, Press the Key Combo Command N is directed to the frontmost application (typically to create a new document), but Press the Key Combo Command Tab is directed to the system

(and brings the second application to the front), because that's how Command-Tab is treated when you type it manually.

> **Warning.** Do *not* use key commands to type text while dictating! That would be going behind Dragon Dictate's back, and will create navigation problems later on. It's wrong, just like mixing dictation with manual typing. It's a violation of the Golden Rule. See "The Cache and the Golden Rule."

How to Say a Key Command

What you say depends on whether you want to press a **single key** or a **key combination** involving modifier keys:

Single key. Say Press the Key KEYNAME, where KEYNAME is the name of the key.

Key combination. Say Press the Key Combo MODIFIER KEYNAME or Press the Keys MODIFIER KEYNAME, where KEYNAME is the name of the key, and MODIFIER is any combination of modifier key names.

(Key names and modifier key names are shown later in this section.)

So, for example:

- To press the Page Down key (in many applications, this scrolls a document down one screenful), say Press the Key Page Down.
- To press the key combination Command-Shift-4 (by default, this is the system command for letting you select an area of the screen and take a screenshot of it), say Press the Key Combo Command Shift Four.

Modifier key names

What You Say
Command

What You Say
Shift
Option
Control
Caps Lock

Key names:

Normal letter and digit names. So, for example, A, B, C, and so forth, as well as One, Two, Three, and so forth.

International Radio Alphabet letter names. These names are listed in the discussion of Spelling mode commands.

F-Key names. These consist of the letter "F" followed by a number from 1 to 20. So, for example, F One, F Two, and so on through F Twenty.

Named keys. These are as follows:

What You Say
Left Arrow
Right Arrow
Up Arrow
Down Arrow
Home
End
Page Up
Page Down
Return
Enter
Tab

What You Say
Space
Escape
Forward Delete
Help

Generated Commands

Dragon Dictate, as it starts up, will optionally generate global commands that let you **launch an application** or **create an email message** addressed to someone in your Address Book.

Launching Applications

To generate **commands for launching applications**:

- Check **Generate Application Launch Commands** in the Command Preferences pane.

Nothing will happen immediately; you need to quit Dragon Dictate and start it up again. When you do, as it starts up, Dragon Dictate will look through all the applications on your computer and generate commands of the form Activate XXX, where "XXX" is the name of the application. So, for example, if you have Automator on your computer, a command Activate Automator will be generated, and you'll be able to say Activate Automator to launch it.

The commands for launching applications will appear in the Available Commands window in the Applications subgroup of the Global group.

Email Messages

To generate **commands for creating pre-addressed email messages**:

- Check **Generate Email Commands** in the Command Preferences pane.

The Email Commands subgroup will appear in the Global group in the Available Commands window. The Email commands are globally available (you do not have to be in Mail to use one). To learn what Email commands are available, consult your Address Book; Dragon Dictate lets you say the name of any person or group having an email address in your Address Book.

To **create an email message**:

- Say Send an Email To XXX or Create a Note For XXX, where "XXX" is the primary addressee.

  Hybrids such as Send a Note To and Create an Email For are also legal.

To specify **multiple addressees**:

- Append and as you give your command.

  For example: Send an Email To XXX and YYY or Create a note for XXX and YYY. You can have more than two addressees: Send an Email To XXX and YYY and ZZZ and so forth.

To specify an **addressee to be CC'ed**:

- Append Copying after the primary addressee(s).

  For example: Send an Email To XXX Copying YYY or Create a Note For XXX Copying YYY.

  You can have additional CC'ed addressees by appending and: Send an Email To XXX Copying YYY and ZZZ and so forth.

To specify an **addressee to be BCC'ed**:

- Append Blind Copying after the primary addressee(s).

  For example: Send an Email To XXX Blind Copying YYY or Create a Note For XXX Copying YYY Blind Copying ZZZ.

You can have additional BCC'ed addressees by appending and: Send an Email To XXX Blind Copying YYY and ZZZ.

Dragon Dictate responds by creating a new email window addressed as specified, with the insertion point in the Subject line ready for you to dictate a subject.

Application-Based Commands

Dragon Dictate has sets of commands that it makes available only when a particular application is frontmost. These are the **application-based commands**.

Note. This mechanism allows commands to be tailored to a particular application. It also keeps the list of available commands from becoming too long, since application-based commands effectively go out of existence temporarily when that application is not frontmost. (You can access them in the Commands window, to edit them; but you can't use them.) This is good for you, because the Available Commands window remains manageable. It's also good for Dragon Dictate, because it limits the number of possible commands against which Dragon Dictate must try to match what you say.

Dragon Dictate comes with command sets for the following applications:

- Dragon Dictate
- Finder
- TextEdit
- Safari
- Mail
- iChat
- iCal
- Facebook/Twitter

You can create your own application-based commands in the Commands window. The rest of this section lists the application-based commands that ship with Dragon Dictate. You can find this same information in the Available Commands window.

Dragon Dictate Commands

These commands are available when Dragon Dictate is frontmost.

Dragon Dictate Application Menu Actions

What You Say	Comment
About This or The Application	Displays information about Dragon Dictate.
Access or Show Check For Updates Window	Opens the Check For Updates window.
Access or Show Preferences Window	Opens the Preferences window.
Hide This or The Application	Hides Dictate.
Hide (All) Other Applications	Hides other applications.
Show All Applications	Shows all open applications.
Show Other Applications	Shows other open applications.

Dragon Dictate File Menu Actions

What You Say	Comment
Make or Create New Note Pad	Opens a new Note Pad window.
Make or Create New Command	Opens Commands window and creates a new command.
Access or Show Open Window	Displays the Open window.
Clear Recent Menu	Clears the files listed when the cursor is placed on the arrow next to Open Recent.
Close This or The Window	Closes the active window.

What You Say	Comment
Close All	Closes all open Dictate windows.
Save This or The Document	Saves the active document.
Access or Show Save As Window	Opens the Save As... dialog box.
Revert to Last Saved Version	Reverts to the last saved version of the current document.
Access or Show Print Window	Access Print window.
Save This or The Profile	Saves the current Profile.
Access or Show Command Export Window	Opens the Command Export window.

Dragon Dictate Edit Menu Actions

What You Say	Comment
Undo Last Action	Undoes the last action.
Redo Last Action	Redoes the last action.
Cut This or The Selection	Cuts the selection to the clipboard.
Copy This or The Selection	Copies the selection to the clipboard.
Paste From Clipboard	Pastes the contents of the clipboard at the insertion point.
Paste and Match Style	Matches the style at the insertion point when pasting the contents of the clipboard.
Delete This or The Selection	Deletes the selection.
Select All	Selects everything.
Access or Show This or The Find Window; Search This or The Document	Opens the Find window.
Find Next	Finds the next occurrence of the current find string.
Search This or The Document For [Dictation]	Opens the Find window and searches for the specified word or phrase

What You Say	Comment
Search Again	Repeats the previously-performed search.
Find Previous	Finds the previous occurrence of the current find string.
Use Selection For Find	Uses the current selection for the find string.
Jump to Selection	Jumps to the currently selected find string.
Toggle This or The Spelling and Grammar Window	Shows the Spelling and Grammar window. Speak this command again to hide it.
Check Spelling	Check the spelling of the current Note Pad document.
Access or Show Special Characters Window	Displays the Special Characters palette.

Dragon Dictate Tools Menu Actions

What You Say	Comment
Access or Show This or The Profiles Window	Opens the Profiles window.
Access or Show Commands Window	Opens the Commands window.
Access or Show Vocabulary Editor Window	Opens the Vocabulary Editor window.
Access or Show This or The Microphone Setup Window	Opens the Microphone Setup window.
Access or Show Voice Training Window	Opens the Voice Training window.
Access or Show Vocabulary Training Window	Opens the Vocabulary Training window.
Access or Show Train Vocabulary From Selection Window	Opens the Train Vocabulary From Selection window.

Dragon Dictate Format Menu Actions

What You Say	Comment
Align This or The Text Left	Aligns the text to the left.
Align This or The Text Center	Aligns the text to the center.
Align This or The Text Right	Aligns the text to the right.
Justify This or The Selection	Justifies the selected text.

Dragon Dictate Window Menu Actions

What You Say	Comment
Minimize This or The Window	Minimizes the active window.
Minimize All Window	Minimizes all Dictate windows.
Zoom This or The Window	Zooms the frontmost window.
Bring All Windows To The Front	Brings all Dictate windows to the front.
Arrange in Front	Arrange in front.

Dragon Dictate Help Menu Actions

What You Say	Comment
Access or Show Dictate Help	Opens the Dictate Help window.
Access or Show Tips and Tricks	Opens Tips and Tricks.
Access or Show Release Notes	Opens the Release Notes.
Access or Show Quickstart Guide	Opens the Quickstart Guide.
Access or Show User Manual	Opens the User Manual.
Send Email to Tech Support	Sends email to tech support.

Finder Commands

These commands are available when the Finder is frontmost.

Finder Application Menu Actions

What You Say	Comment
About This or The Finder	Displays information about the Finder.
Access or Show Preferences Window	Opens the Preferences dialog box.
Empty Trash	Empties the trash.
Secure Empty Trash	Securely empties the trash.
Hide or Close This Application	Hides the Finder.
Hide or Close Other Applications	Hides other applications.
Access or Show All Applications	Shows all applications.

Finder File Menu Actions

What You Say	Comment
New Finder Window	Makes a new Finder window.
Make or Create New Folder	Makes a new folder.
Make or Create New Smart Folder	Make New Smart Folder
Make or Create New Burn Folder	Makes a new Burn folder.
Open Selection	Opens the selected item(s).
Print This or The Document	Prints the selected document.
Close This or The Window	Closes the active Finder window.
Close All Windows	Closes all Finder windows.
Get Info	Displays information on the selected item(s).
Show or Access Inspector	Shows the Inspector window.

What You Say	Comment
Hide or Close Inspector	Hides the Inspector window.
Compress This or The Selection	Compresses the selection.
Duplicate This or The Selection	Duplicates the selection.
Make or Create Alias	Makes an alias of the selected item(s).
Quick Look Selection	Opens the Quick Look heads up display for the selection.
Slideshow Selection	Shows a slideshow of the selected items.
Access or Show Original	Shows the original of the selected alias(es).
Add To Sidebar	Adds the selection to the Sidebar.
Move To Trash	Moves the selected item(s) to the trash.
Eject Selection	Ejects the selected item.
Access or Show Burn Disc Window	Allows you to access the Burn Disc window.
Access or Show Find Window	Opens the Find dialog box.

Finder Edit Menu Actions

What You Say	Comment
Undo Last Action	Undoes the last action.
Cut This or The Selection	Cuts the selection to the clipboard.
Copy This or The Selection	Copies the selection to the clipboard.
Paste From Clipboard	Pastes the contents of the clipboard at the insertion point.
Select All	Selects everything.
Deselect All	Deselects everything.
Access or Show Clipboard	Shows the clipboard.
Display Special Characters Window	Displays the Special Characters window.

Finder View Menu Actions

What You Say	Comment
View As Icons	Switches the view of the current window to Icon view.
View As List	Switches the view of the active window to List view.
View As Columns	Switches the view for the active window to Column view.
View as Cover Flow	Switches the view of the current window to Cover Flow view.
Clean Up This or The Folder or Window	Cleans up the active window. If no window is active, then it cleans up the desktop.
Clean Up Selection	Cleans up the selected item(s).
Arrange By Name	Arranges the view of the active window or desktop by name.
Arrange By Date Modified	Arranges the view of the active window or desktop by date modified.
Arrange By Date Created	Arranges the view of the active window or desktop by date created.
Arrange By Size	Arranges the view of the active window or desktop by size.
Arrange By Kind	Arranges the view of the active window or desktop by kind.
Arrange By Label	Arranges the view of the active window or desktop by label.
Keep Arranged By Name	Sets the view of the window or desktop to arrange by Name.
Keep Arranged By Date Modified	Sets the view of the window or desktop to arrange by Date Modified.
Keep Arranged By Date Created	Sets the view of the window or desktop to arrange by Date Created.
Keep Arranged By Size	Sets the view of the window or desktop to arrange by Size.
Keep Arranged By Kind	Sets the view of the window or desktop to arrange by Kind.
Keep Arranged By Label	Sets the view of the window or desktop to arrange by Label.
Access or Show Path Bar	Shows the Path Bar.
Hide Path Bar	Hides the path Bar.

What You Say	Comment
Access or Show Status Bar	Shows the Status Bar.
Hide Status Bar	Hides the status bar.
Access or Show Toolbar	Shows the Toolbar.
Hide Toolbar	Hides the Toolbar.
Access or Show Customize Toolbar Folder or Window	Opens the Customize Toolbar dialog box.
Access or Show View Options	Shows the View Options window.
Hide View Options	Hides the View Options window.
View or Display (Using) [view style]	Changes the view style for the frontmost Finder window.

Finder Go Menu Actions

What You Say	Comment
Go Back or Previous	Goes back to the previous view in the active window.
Go Forward or Next	Goes to the next view in the active window.
Go To Enclosing Folder	Opens the Enclosing folder for the selected item.
Go To (The) Computer (Folder or Window)	Switches to the main Computer view.
Go To (The) Home (Folder or Window)	Switches the view in the active window to your home folder.
Go To Desktop	Goes to the Desktop.
Go To (The) Network (Folder or Window)	Switches the view in the active window to the Network view.
Go To My iDisk	Switches the view in the current window to your iDisk.
Access or Show Other Users Public Folder	Allows you to access another user's iDisk public folder.

What You Say	Comment
Go To (The) Applications Folder	Goes to the Applications folder.
Go To (The) Utilities (Folder or Window)	Goes to the Utilities folder.
Clear Recent Folders Menu	Clears the Recent Folders menu
Access or Show Go To Folder Window	Opens the Go To Folder dialog box.
Access or Show Connect to Server Window	Opens the Connect to Server window.

Finder Window Menu Actions

What You Say	Comment
Minimize This or The Window	Minimizes the active window.
Minimize All Windows	Minimizes all open Finder windows.
Zoom This or The Window	Zooms the active Finder window.
Cycle Through Windows	Cycles through open windows.
Bring All To Front	Brings all Finder windows to the front.

Finder Help Menu Actions

What You Say	Comment
Access or Show or Display Mac Help	Displays Mac Help in the Apple Help Viewer.

Finder Action Menu Actions

What You Say	Comment
Access or Show Package Contents Of Selection	Shows the contents of the selected package.

Finder Button Pressing

What You Say	Comment
Press Cancel (Button)	Press the Cancel Button
Press Connect (Button)	Press the Connect Button
Press Done (Button)	Press the Done Button

Finder Selection

What You Say	Comment
Select Name Of Selection	Selects the name of the selected icon.
Select Next Name	Selects the next item alphabetically.
Select Previous Name	Selects the previous named item alphabetically.

TextEdit Commands

These commands are available when TextEdit is frontmost.

What You Say	Comment
About This Command Set	Displays information about this command set.

TextEdit Application Menu Actions

What You Say	Comment
About This Application	Displays information about TextEdit.
Access or Show Preferences Window	Opens the Preferences window.
Hide This Application	Hides TextEdit.
Hide Other Applications	Hides other applications.
Show All Applications	Shows all applications.

What You Say	Comment
Quit This or The Application	Quits TextEdit.

TextEdit File Menu Actions

What You Say	Comment
Make or Create A New Document	Makes a new document.
Open A Document	Allows you to open an existing document.
Clear Recent Menu	Clears the recent menu.
Close All Windows	Closes all TextEdit windows.
Close This or The Window	Closes the active window.
Save This or The Document	Saves the active document.
Save All Documents	Saves all the documents.
Access or Show Save As Window	Opens the Save As dialog box.
Revert To Last Saved Version	Reverts to the last saved version of the current document.
Show Properties Window	Shows the Properties window.
Hide Properties Window	Hides the Properties window.
Access or Show Page Setup Window	Opens the Page Setup window.
Print This or The Document	Prints the active document.

TextEdit Edit Menu Actions

What You Say	Comment
Undo Last Action	Undoes the last action.
Redo Last Action	Redoes the last action.
Copy This or The Selection	Copies the selection to the clipboard.
Cut This or The Selection	Cuts the selection to the clipboard.
Paste From Clipboard	Pastes the contents of the clipboard at the insertion point.

What You Say	Comment
Paste And Match Style	Matches the style at the insertion point when pasting the contents of the clipboard.
Delete This or The Selection	Deletes the selection.
Complete This or The Selection	Auto-completes the selection.
Select All	Selects everything.
Insert Line Break	Inserts a line break at the insertion point.
Insert Page Break	Inserts a Page Break at the insertion point.
Insert Paragraph Break	Inserts a Paragraph Break at the insertion point.
Access or Show Find Window	Opens the Find dialog box.
Find Next	Finds the next occurrence of the find string.
Find Previous	Finds the previous occurrence of the find string.
Use Selection for Find	Uses the selection for the find string.
Jump to Selection	Jumps to the selection.
Access or Show Select Line Window	Opens the Select Line window.
Show or Display Spelling And Grammar Window	Shows the Spelling and Grammar window.
Hide Spelling And Grammar Window	Hides the Spelling and Grammar window.
Check Spelling And Grammar Of This or The Document	Allows you to check the spelling and grammar of the active document.
Turn Check Spelling While Typing Off	Turns off the Check Spelling While Typing feature.
Turn Check Spelling While Typing On	Turns on the Check Spelling While Typing feature.
Turn Check Grammar With Spelling Off	Turns off the Check Grammar with Spelling feature.

What You Say	Comment
Turn Check Grammar With Spelling On	Turns on the Check Grammar with Spelling feature.
Turn Substitutions Smart Copy And Paste Off	Turns off the Smart Copy and Paste feature.
Turn Smart Copy And Paste On	Turns on the Smart Copy and Paste feature.
Turn Smart Links Off	Turns off the Smart Links feature.
Turn Smart Links On	Turns on the Smart Links feature.
Turn Smart Quotes Off	Turns off the Smart Quotes feature.
Turn Smart Quotes On	Turns on the Smart Quotes feature.
Display Special Characters Window	Displays the Special Characters palette.

TextEdit Format Menu Actions

What You Say	Comment
Show or Display Fonts Palette	Shows the Fonts Palette.
Hide This or The Fonts Palette	Hides the Fonts Palette.
Make This or The Selection Bold	Makes the selection bold.
Make This or The Selection Italic	Makes the selection italic.
Make This or The Selection Outline	Makes the selection outlined.
Make This or The Selection Underlined	Makes the selection underlined.
Make This or The Selection Plain Text	Makes the selection plain text.
Make This or The Selection Bigger	Makes the selection bigger.

What You Say	Comment
Make This or The Selection Smaller	Makes the selection smaller.
Show Colors Palette	Shows the Colors Palette.
Hide Colors Palette	Hides the Colors Palette.
Align This or The Text Center	Aligns the text to the center.
Align This or The Text Left	Aligns the text to the left.
Align This or The Text Right	Aligns the text to the right.
Justify This or The Selection	Justifies the selected text.
Change Text Writing Direction	Changes the writing direction.
Show or Display Text Ruler	Shows the Text Ruler.
Hide Text Ruler	Hides the Text Ruler.
Copy Text Ruler	Copies the Text Ruler for the selection.
Paste Text Ruler	Applies the formatting settings copied with the "Copy Text Ruler" command to the selection.
Access or Show Text Spacing Window	Opens the Text Spacing window.
Access or Show Link Window	Allows you to assign a URL to a selection of text.
Access or Show List Window	Allows you to format the selected text as a list.
Access or Show Table Window	Allows you to format the selection as a table.
Convert Document To Plain Text	Converts the active document to plain text.
Convert Document To Rich Text	Converts the active document to rich text.
Turn Prevent Editing Off	Turns Prevent Editing off.
Turn Prevent Editing On	Turns Prevent Editing on.
Wrap Text To Page	Toggles whether the text is wrapped to the page or not.
Toggle Hyphenation	Turns Hyphenation off.

What You Say	Comment
Turn Hyphenation On	Turns Hyphenation on.

TextEdit Window Menu Actions

What You Say	Comment
Bring All Windows To Front	Brings all non-minimized TextEdit windows to the front.
Minimize This or The Window	Minimizes the active window.
Minimize All Windows	Minimizes all TextEdit windows.
Zoom This or The Window	Zooms the front-most window.

TextEdit Help Menu Actions

What You Say	Comment
Display Help	Displays Help about TextEdit.

Safari Commands

These commands are available when Safari is frontmost.

What You Say	Comment
About This or The Command Set	Opens a dialog box describing this command set.

Safari Application Menu Actions

What You Say	Comment
About This or The Application	Displays information about Safari.
Access or Show Report Bugs to Apple Window	Opens the window for reporting bugs in Safari to Apple.
Access or Show Preferences Window	Access Preferences window

What You Say	Comment
Turn Block Pop Up Windows Off	Turns off the Block Pop-up Windows feature.
Turn Block Pop Up Windows On	Turns on the Block Pop-up Windoows feature.
Turn Private Browsing Off	Turns off the Private Browsing feature in Safari.
Turn Private Browsing On	Turns on the Private Browsing feature in Safari.
Reset Safari	Allows you to completely reset Safari.
Empty Safari Cache	Empties Safari's Cache.
Hide This or The Application	Hides Safari.
Hide Other Applications	Hide Other Applications
Show All Applications	Shows all applications.
Quit This or The Application	Quits Safari.

Safari File Menu Actions

What You Say	Comment
Make or Create New Browser Window	Opens a new browser window.
Make or Create A New Tab	Makes a new untitled tab in the current window.
Access or Show Open File Window	Allows you to open a file, typically a web page stored locally, on any attached storage device.
Access or Show Open Location Window	Selects contents of URL field in the current window. (TIP: use spelling mode to enter complex URLs.)
Close This or The Window	Closes the front window in Safari.
Close All Windows	Closes all open Safari windows.
Close This or The Tab	Closes the current tab.
Hide or Close Other Tabs	Closes all tabs except the current one.
Access or Show Save As Window	Opens the Save As dialog box.

What You Say	Comment
Mail Contents Of This or The Page	Mails the contents of the current web page using your preferred email client.
Mail Link To This or The Page	Mails a link to the current web page using your preferred email client.
Access Open In Dashboard Window	Allows you to open a portion of the current web page in Dashboard.
Access Import Bookmarks Window	Allows you to import bookmarks from a file.
Access Export Bookmarks Window	Allows you to export your bookmarks to an XML file.
Access Page Setup Window	Opens the Page Setup dialog box.
Print This Document	Prints the current web page.

Safari Edit Menu Actions

What You Say	Comment
Undo Last Action	Undoes the last action.
Redo Last Action	Redoes the last action.
Cut This or The Selection	Cut Selection
Copy This or The Selection	Copy Selection
Paste From Clipboard	Paste the contents of the clipboard at the insertion point.
Delete This or The Selection	Deletes the selection.
Select All	Selects everything.
Auto Fill This or The Form	AutoFills the Current Form.
Do Web Search	Puts the cursor in the Search field.
Show Find Toolbar	Opens the Find window.
Find Next	Finds the next instance of the Find string.
Find Previous	Finds the previous occurrence of the Find string.

What You Say	Comment
Hide or Close Find Banner	Hides the Find Banner.
Use Selection for Find	Uses the current selection as the Find string.
Jump to Selection	Jumps to the selection in the current window.
Access Spelling And Grammar Window	Opens the Spelling and Grammar window.
Show Spelling And Grammar Window	Shows the Spelling and Grammar window.
Hide or Close Spelling And Grammar Window	Hides the Spelling and Grammar window.
Check Spelling And Grammar Of This Document	Allows you to check the spelling and grammar of the active document.
Turn Check Spelling While Typing Off	Turns off the Check Spelling While Typing feature.
Turn Check Spelling While Typing On	Turns on the Check Spelling While Typing feature.
Turn Check Grammar With Spelling Off	Turns off the Check Grammar with Spelling feature.
Turn Check Grammar With Spelling On	Turns on the Check Grammar with Spelling feature.
Display Special Characters Window	Displays the Special Characters palette.

Safari View Menu Actions

What You Say	Comment
Show Bookmarks Bar	Shows the Bookmarks Bar.
Hide or Close Bookmarks Bar	Hides the Bookmarks Bar.
Show Status Bar	Shows the Status Bar.
Hide or Close Status Bar	Hides the Status Bar.
Access or Show Tab Bar	Shows the Tab Bar.
Hide or Close Tab Bar	Hides the tab bar.
Access or Show Toolbar	Shows the Toolbar.

What You Say	Comment
Hide or Close Toolbar	Hides the Toolbar.
Access Customize Toolbar Window	Opens the Customize Toolbar window.
Stop Loading This or The Page	Stops loading the current page.
Reload This or The Page	Reloads the current web page.
Make Text Bigger	Makes the text bigger.
Make Text Normal Size	Makes the text normal size.
Make Text Smaller	Makes the text smaller.
View Source For This or The Page	Displays the source code for the current web page.

Safari History Menu Actions

What You Say	Comment
Jump Back	Goes back to the last location visited.
Jump Forward	Jumps forward to the next location visited (typically used after you have already used the "Jump Back" command to view a previous page again).
Jump Home	Takes you to your home page.
Mark This or The Page For Snap Back	Marks the current web page for SnapBack.
Jump To Snap Back Page	Takes you to the page you previously marked as the SnapBack page.
Search Snap Back	Takes you to the Search Results SnapBack page.
Reopen Last Closed Window	Reopens the last closed window.
Reopen All Windows From Last Session	Reopens all the Safari windows that were open during the last session.
Jump To Bookmark One	Jumps to the first bookmark in the Bookmark Bar.
Jump To Bookmark Two	Jumps to the second bookmark in the Bookmark Bar.
Jump To Bookmark Three	Jumps to the third bookmark in the Bookmark Bar.

What You Say	Comment
Jump To Bookmark Four	Jumps to the fourth bookmark in the Bookmark Bar.
Jump To Bookmark Five	Jumps to the fifth bookmark in the Bookmark Bar.
Jump To Bookmark Six	Jumps to the sixth bookmark in the Bookmark Bar.
Jump To Bookmark Seven	Jumps to the seventh bookmark in the Bookmark Bar.
Jump To Bookmark Eight	Jumps to the Eighth bookmark in the Bookmark Bar.
Jump To Bookmark Nine	Jumps to the ninth bookmark in the Bookmark Bar.
Show All History	Show All History
Clear History	Clears the history of locations visited.

Safari Bookmarks Menu Actions

What You Say	Comment
Show All Bookmarks	Shows the Bookmark Manager.
Hide All Bookmarks	Hides the Bookmark manager.
Access Add Bookmark Window	Adds a bookmark to the current page, allowing you to rename it.
Add Bookmark For These Tabs	Add Bookmark For These Tabs
Add Bookmark Folder	Adds a Bookmark Folder to the Bookmark collection.
Bookmark This or The Page	Adds the current page to the Bookmark menu without asking to rename it.
Access Save As Window	Opens the Save As dialog box.
Move To Next Cell	Moves to the next editable cell while in Bookmarks view.
Open Selected Bookmark	Opens the selected bookmark when in Bookmark view.
Delete Selected Bookmarks	Deletes the selected Bookmarks when in Bookmarks view.

Safari Window Menu Actions

What You Say	Comment
Minimize This or The Window	Minimizes the current window.
Minimize All Windows	Minimizes all windows.
Zoom This or The Window	Zooms the current window.
Select Next Tab	Selects the next tab in the current window.
Select Previous Tab	Selects the Previous Tab in the current window.
Merge All Windows	Merges all windows.
Move Tab To New Window	Moves the current tab to a new window.
Open Downloads Window	Opens the Downloads window.
Show Activity Window	Shows the Activity window
Bring All Windows To Front	Brings all Safari windows to the front.

Safari Help Menu Actions

What You Say	Comment
Display Safari Help	Displays Safari's Help file in a new window.
Access or Show Acknowledgments	Displays the Acknowledgments document in a new window.
Display Installed Plug ins	Displays the installed plug-ins in a new window.
Display License	Displays the license agreement in a new window.

Safari Links and Navigation

What You Say	Comment
Create or Create a command for this page	Creates a command for this page
Jump To This or The Link	Takes you to the web page for the selected link.
Move To Next Link	Moves to the next link while in normal view.

What You Say	Comment
Move To Previous Link	Moves to the previous link while in normal view.
Move To Next Text Field	Moves to the next editable text field while in normal view.
Move To Previous Text Field	Moves to the previous editable text field while in normal view.
Scroll Up	Scrolls the page up by a small amount, but more than clicking on the scroll bar up arrow.
Scroll Down	Scrolls the page down by a little, but more than by clicking the scroll down arrow.
Scroll To Top	Scrolls to the top of the current page.
Scroll To Bottom	Scrolls to the bottom of the current page.
Scroll Left	Scrolls the page left by a little, but more than by clicking the scroll left arrow.
Scroll Right	Scrolls the page right by a litte, but more than by clicking the scroll right arrow.
Scroll One Screen Down	Scrolls down one screenfull.
Scroll One Screen Left	Scrolls left one screen.
Scroll One Screen Right	Scrolls right one screen.
Scroll One Screen Up	Scrolls up one screenfull.
Do Web Search	Puts cursor in the search field.

Mail Commands

These commands are available when Mail is frontmost.

What You Say
About This Command Set

Mail Application Menu Actions

What You Say
About This or The Application
Access or Show Preferences Window
Hide This or The Application
Hide Other Applications
Show All Applications
Quit This or The Application

Mail File Menu Actions

What You Say
(Make or Create) New Message
New Viewer Window
Close This or The Window
Save As Draft
Access or Show Save As Window
Access or Show Attach File Window
Access or Show Save Attachments Window
Access or Show Add Account Window
Access or Show Import Mailboxes Window
Access or Show Page Setup Window
Print This or The Document

Mail Edit Menu Actions

What You Say
Undo Last Action

What You Say
Redo Last Action
Cut Selection
Copy Selection
Paste From Clipboard
Delete Selection
Select All
Complete Entry
Paste As Quotation
Paste As H T M L
Paste and Match Style
Append Selected Messages or Email
Access or Show Add Hyperlink Window
Include Original Attachments in Reply
Exclude Original Attachments in Reply
Access Find Window
Find In Selected Mailboxes
Use Selection for Find
Find Next
Find Previous
Jump to Selection
Access or Show Spelling Window
Check Spelling
Turn Check Spelling As You Type Off
Turn Check Spelling As You Type On
Turn Check Spelling When You Click Send On

What You Say
Access or Show Special Characters Window

Mail View Menu Actions

What You Say
Show Attachments Column
Show Buddy Availability Column
Show Date Received Column
Show Date Sent Column
Show Flags Column
Show From Column
Show Mailbox Column
Show Number Column
Show Size Column
Show To Column
Hide Attachments Column
Hide Buddy Availability Column
Hide Date Received Column
Hide Date Sent Column
Hide Flags Column
Hide From Column
Hide Mailbox Column
Hide Number Column
Hide Size Column
Hide To Column
Sort By Attachments

What You Say
Sort By Buddy Availability
Sort By Color
Sort By Date Received
Sort By Date Sent
Sort By Flags
Sort By From
Sort By Mailbox
Sort By Message Status
Sort By Number
Sort By Size
Sort By Subject
Sort By To
Turn Organize by Thread Off
Turn Organize by Thread On
Collapse All Threads
Collapse This or The Thread
Expand All Threads
Expand This Thread
Hide B C C Address Field
Show B C C Address Field
Hide Reply To Address Field
Show Reply To Address Field
Select All Messages or Emails In This or The Thread

What You Say
Select Next Messages or Emails In This or The Thread
Select Previous Message or Emails In This or The Thread
Go To Next Message or Email In Thread
Go To Previous Message or Email In Thread
Show Long Headers
Show Default Headers
Access or Show Plain Text Alternative
Access or Show Next Alternative
Access or Show Previous Alternative
Access or Show Best Alternative For Selected Message
Access or Show Raw Source For Selection
View Original Content For Selection
Access or Show Selected Messages Only
Display All Messages or Email
Hide Mailboxes
Show Mailboxes
Hide Deleted Messages or Emails
Access or Show Deleted Messages
Hide Toolbar
Access or Show Toolbar
Access Customize Toolbar Window
Use Large Mailbox Icons

What You Say
Use Small Mailbox Icons

Mail Mailbox Menu Actions

What You Say
Go Offline
Go Online
Get All New Mail
Synchronize All Accounts
Erase Deleted Messages or Email In All Accounts
Erase Deleted Messages or Email On My Mac
Erase Junk Mail
Make or Create New Mailbox
Make or Create New Smart Mailbox
Edit Selected Smart Mailbox
Make or Create New Smart Mailbox Folder
Rename Selected Mailbox
Delete This or The Mailbox
Access or Show In Box
Access or Show Out Box
Access or Show Drafts
Access or Show Sent Box
Access or Show Junk
Access or Show Trash

What You Say
Use This or The Mailbox For Drafts
Use This or The Mailbox For Junk
Use This or The Mailbox For Sent Mail or Mailbox
Use This or The Mailbox For Trash
Rebuild Selected Mailbox

Mail Message Menu Actions

What You Say
Send This or The Message or Email
Send This or The Message or Email Again
Reply To This or The Message or Email
Reply All To This or The Message or Email
Reply With I Chat
Forward Selection
Forward This or The Message or Email
Redirect This or The Message or Email
Bounce Selection
Mark As Flagged
Mark As Unflagged
Mark As High Priority
Mark As Low Priority
Mark As Normal Priority
Mark As Junk Mail
Mark As Read

What You Say
Mark As Unread
Move To Last Used Mailbox
Apply Rules
Add Sender to Address Book
Remove Attachments

Mail Format Menu Actions

What You Say
Access or Show Font Palette
Hide Font Palette
Show Color Palette
Hide Color Palette
Make Selection Bigger
Make Selection Smaller
Make Selection Bold
Make Selection Italic
Make or Create Selection Outline
Make Selection Underline
Make Selection Plain Text
Make Selection Rich Text
Copy Style Of Selection
Paste Style
Access or Show Styles Window
Align Selection Center
Align Selection Left

What You Say
Align Selection Right
Justify Selection
Change Writing Direction From Left To Right
Change Writing Direction From Right To Left
Increase Quote Level
Decrease Quote Level

Mail Window Menu Actions

What You Say
Minimize This or The Window
Zoom This or The Window
Access or Show Message Viewer
Access or Show Address Panel
Access or Show Previous Recipients
Show Activity Viewer
Access or Show Connection Doctor
Bring All to Front
Arrange In Front

Mail Help Menu Actions

What You Say
Access or Show Mail Help
Display What's New in Mail

Mail Navigation and Selection

What You Say
Move To Beginning Of Message or Email
Move To End Of Message or Email
Move Down One Page
Move Up One Page
Move Down One Paragraph
Move Up One Paragraph
Move Left One Word
Move Right One Word
Move To Beginning Of This or The Line
Move To End Of This Line
Move Left One Character
Move Right One Character
Extend Selection to Beginning Of Message or Email
Extend Selection To End Of Message or Email
Extend Selection To End Of This or The Window
Extend Selection Down One Page
Extend Selection Up One Page
Extend Selection To End Of Paragraph
Extend Selection Up One Paragraph
Extend Selection To Beginning Of Word
Extend Selection To End Of Word

What You Say
Extend Selection Up One Line
Extend Selection Down One Line
Extend Selection To Beginning Of Line
Extend Selection To End of Line
Extend Selection Left One Character
Extend Selection Right One Character
Access or Show Drafts Mailbox
Access or Show In Box
Access or Show Out Box
Access or Show Sent Mailbox
Access or Show Trash Mailbox

iChat Commands

This command is available when iChat is frontmost.

What You Say	Comment
Send Message	Sends the message currently being dictated.

iCal Commands

These commands are available when iCal is frontmost.

What You Say
About This Command Set

iCal Application Menu Actions

What You Say
About This Application
Access Preferences Window
Hide This Application
Hide Other Applications
Show All Applications
Quit This Application

iCal File Menu Actions

What You Say
Make New Event
Make New To Do
Make New Calendar
Make New Calendar Group
Show Info
Hide Info
Access Import Window
Access Export Window
Close This Window
Access Back Up Window
Access Restore Window
Print This Document

iCal Edit Menu Actions

What You Say
Undo Last Action
Redo Last Action
Cut Selection
Copy Selection
Paste Selection
Delete Selection
Select All
Duplicate Selection
Put Focus In Find Field
Display Special Characters Palette

iCal Calendar Menu Actions

What You Say
Access Subscribe Window
Publish This Calendar
Unpublish This Calendar
Access Send Publish Email Window
Refresh This Calendar
Refresh All Calendars
Access Change Location Window
Find Shared Calendars

iCal View Menu Actions

What You Say
Switch To Day View
Switch To Week View
Switch To Month View
Go To Next Day
Go To Next Month
Go To Next Week
Go To Previous Day
Go To Previous Month
Go To Previous Week
Go to Today
Go to Date
Show Mini Months
Hide Mini Months
Show Notifications
Hide Notifications
Show Search Results
Hide Search Results
Show To Dos
Hide To Dos
Show All Day Events
Hide All Day Events
Show Mini Calendar
Hide Mini Calendar
Show Notifications

What You Say
Hide Notifications

iCal Window Menu Actions

What You Say
Minimize This Window
Zoom This Window
Show Address Panel
Hide Address Panel
Bring All Windows To Front

iCal Help Menu Actions

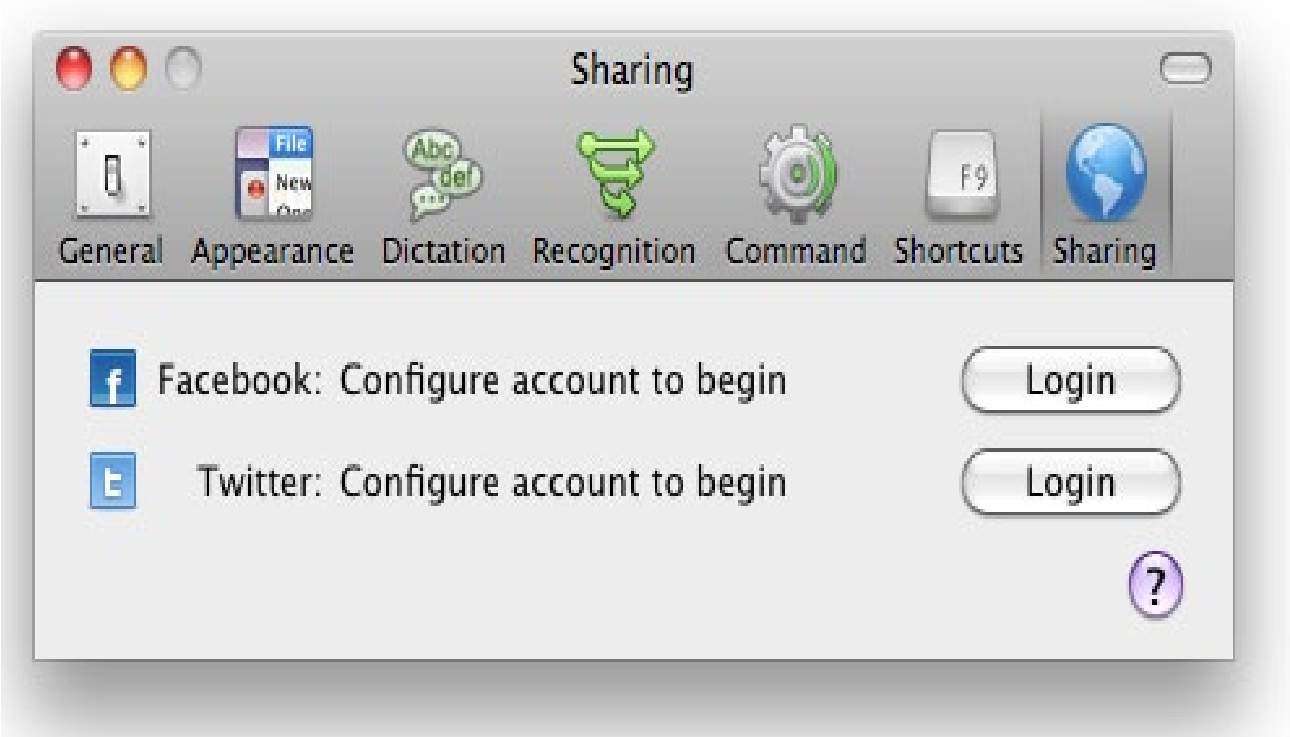
What You Say
Display Help
Display Keyboard Shortcuts

iCal Navigation and Display

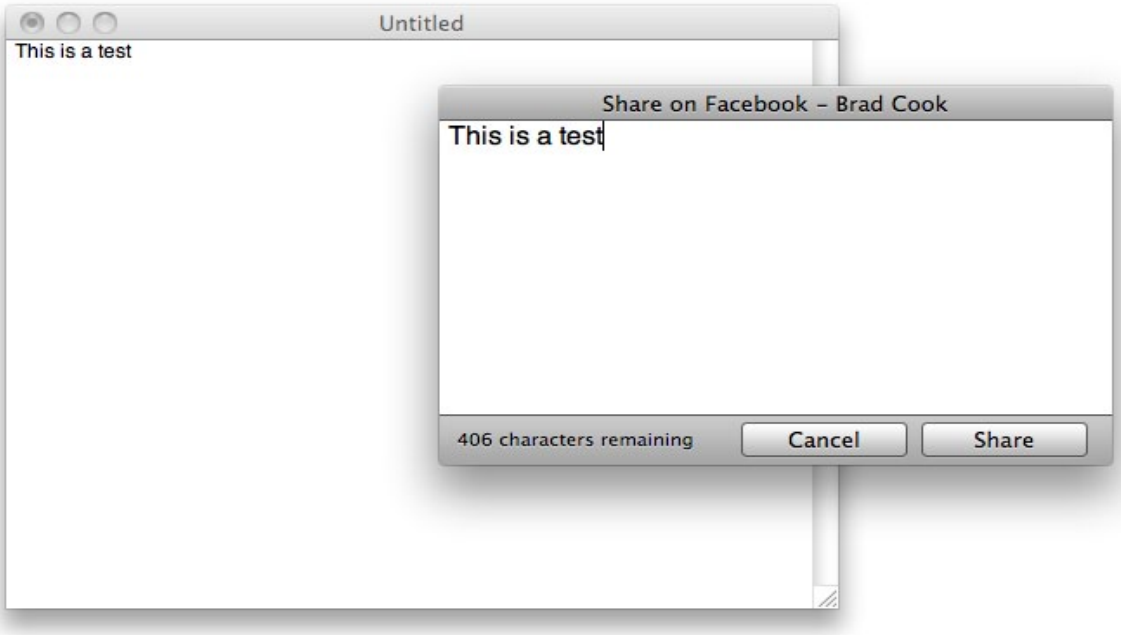
What You Say
Show Calendar
Show Events On This Calendar
Hide Events On This Calendar
Hide Other Calendar Events
Scroll Up
Scroll Down
Select Next
Select Previous

Facebook/Twitter Commands

You can use Dragon Dictate to post updates to your Facebook and/or Twitter account. In the **Sharing Preference Pane**, click **Login** next to each service's name and enter your user name and password to activate the connection.

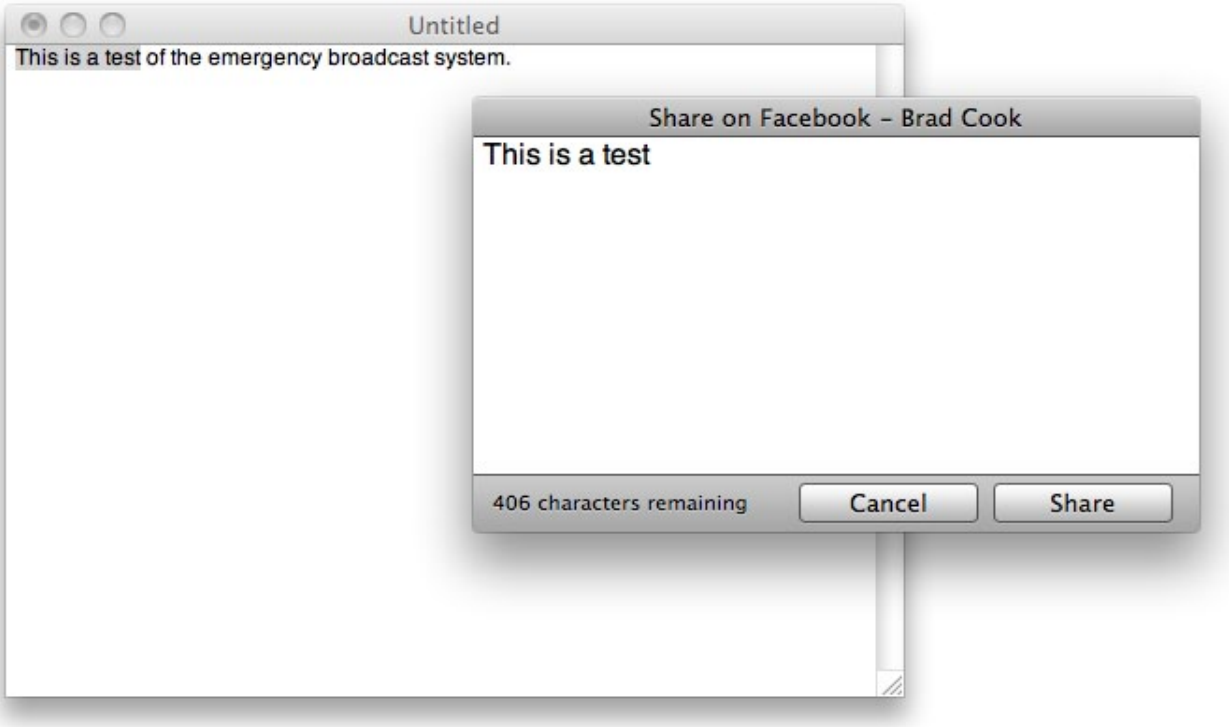


If you dictate text, such as This Is a Test, and then speak the command Post That to Facebook, a dialog window appears. You can continue dictating text before speaking the command Press Share. If you don't want to post that text to Facebook, say Press Cancel.

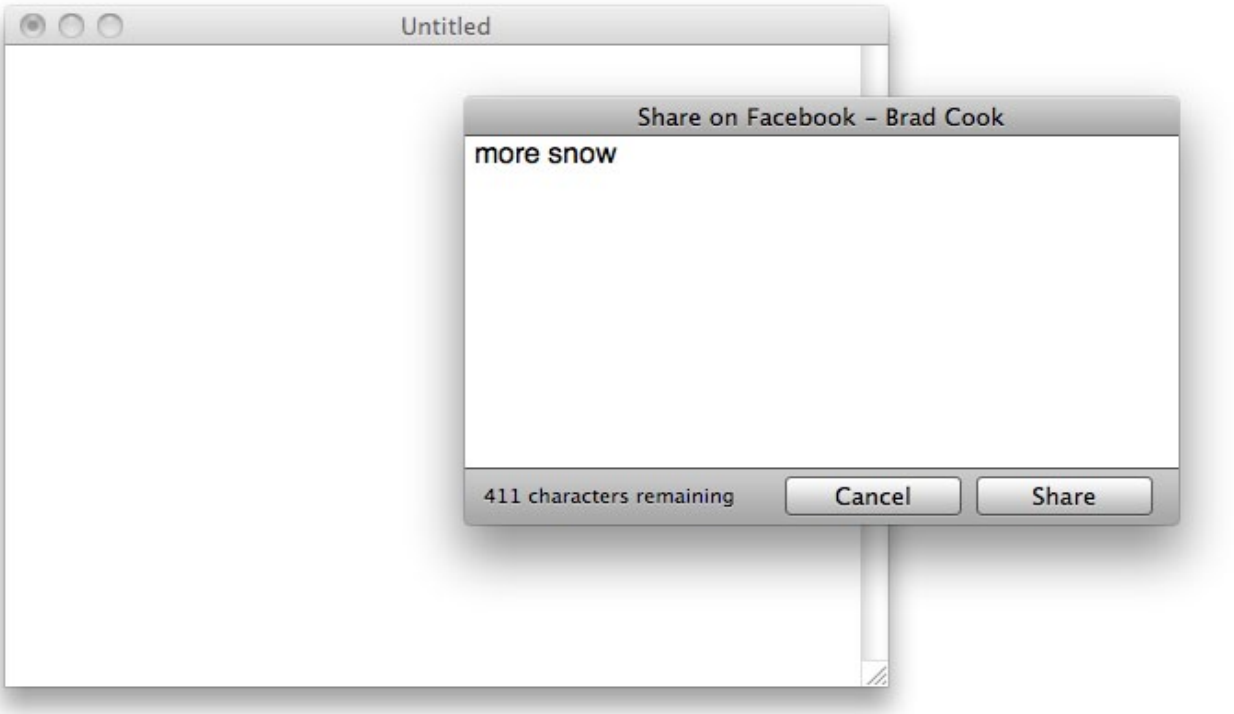


Or, you can say Post That to Twitter to bring up the Twitter dialog box. Say Press Tweet to send the tweet through your Twitter account, or say Press Cancel to rescind the post.

The Facebook and Twitter functions also allow you to select part of a piece of text and share or tweet it, as shown below. You can say Select This Is A Test and then speak a Twitter or Facebook command.



You can also go directly to the Share on Facebook or Share on Twitter dialog box by speaking Post to Facebook More Snow or Post to Twitter More Snow, or by simply saying Post to Facebook or Post to Twitter, which will bring up an empty dialog window.



There are other variations on the Facebook and Twitter commands. Saying That with a command uses the currently-selected text, or the last recognized text.

What You Say

Post That To Facebook

Post That To My Facebook Page

Post That To My Facebook Wall
Facebook That
Post That To Twitter
Post That To My Twitter Page
Twitter That
Tweet That

If you want to speak a Facebook or Twitter command and then dictate the text you want to use, or simply summon an empty dialog window, you can use one of these variations:

What You Say

Post To Facebook
Update My Facebook Page
Update My Facebook Wall
Post To My Facebook Wall
Post To My Facebook Page
Post To Twitter
Post To My Twitter Page
Update My Twitter Page

Windows

Dragon Dictate's windows are:

Note Pad window. Like a word processor that takes dictation.

Profiles window. Different users, different microphones, different profiles.

Commands window. Manage what commands are available, and create new ones.

Vocabulary Editor window. Manage what individual words Dragon Dictate can recognize, along with their automatic punctuation behavior.

Auto Formatting window. Manage how Dragon Dictate automatically formats addresses, dates, numbers, and more.

Microphone Setup window. Set your sound input level.

Voice Training window. Perform additional training to help Dragon Dictate better recognize your speech.

Vocabulary Training window. Add words that you want Dragon Dictate to know.

Status window. Your compact floating command center.

Available Commands window. A list of all commands you can say right now.

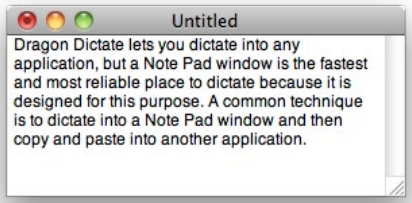
Recognition window. Improve Dragon Dictate's accuracy when it misrecognizes your speech.

Preferences window. Some useful options live here.

Note Pad Window

Dragon Dictate comes with its own **built-in word processor** — Note Pad. A Note Pad window is a word processing window. But it's a special kind of word

processor: it is specifically aimed at dictation through Dragon Dictate. In fact, you should control the contents of the window entirely through dictation and commands; you should never need to type in a Note Pad window.


Untitled
Dragon Dictate lets you dictate into any application, but a Note Pad window is the fastest and most reliable place to dictate because it is designed for this purpose. A common technique is to dictate into a Note Pad window and then copy and paste into another application.

A Note Pad window is a fast and reliable place to dictate.

Dragon Dictate lets you dictate into any application, but a Note Pad window is an easy place to dictate, because it is designed for this purpose. A common technique is to dictate into a Note Pad window and then copy and paste into another application. A TextEdit document also makes a good place to dictate, for similar reasons.

One big advantage of a Note Pad window or TextEdit document is that Dragon Dictate can actually "see" what's in it; Dragon Dictate always knows the contents of a Note Pad window or TextEdit document, even after you type or paste in text, or open an existing document. Dragon Dictate is thus not as dependent upon its own memory of how it entered text through dictation (the cache) as in other applications. Therefore, actions that would otherwise be considered violations of the Golden Rule of Dragon Dictate ("Don't mix your voice with your hands.") are less disruptive in a Note Pad window or TextEdit document. See "The Cache and the Golden Rule."

To summon a **new Note Pad window**:

- Say File New when Dragon Dictate is frontmost.
- Choose File > New Note Pad.

To **set the default font and size** for a new empty Note Pad window:

- Open a new Note Pad window, choose Format > Font > Show Fonts, specify the desired font and size, and close the Font palette and the Note Pad window.

Note Pad window contents are saved as *.rtf* files which can be opened for editing later with another word processor (TextEdit, Microsoft Word, etc.). You can also open an existing *.rtf* file into a Note Pad window (choose File > Open).

Profiles Window

The Profiles window is for managing your voice profiles.

A *voice profile* is a complete set of data on how you speak. In order to speak into Dragon Dictate, you must have at least one profile; and at every moment you are using exactly one profile (the *active profile* or *current profile*, marked in the Profiles window with a green circle).

The Profiles window. Four profiles are displayed: the active profile, a second profile, and two older profiles that would need to be updated to be used with this version of Dragon Dictate.

To summon the Profiles window, choose Tools > Profiles. If you have checked Show Profiles Window in the General Preferences pane, the Profiles window will appear automatically when you start up Dragon Dictate, offering you a chance to activate a profile; otherwise, Dragon Dictate activates the profile you were previously using.

In many cases, one profile is all you'll need. But you'll need **multiple profiles** in certain situations:

- If different people are using Dragon Dictate, each will need their own profile.

- If you use Dragon Dictate in different environments (home and office, for example), you should have a profile for each environment, as the ambient sound characteristics may differ.

Every profile has a name, which uniquely identifies it. The name of the active profile is visible in the Status window (as its title bar).

The data for a profile lives on your hard disk as a package whose file extension is *.dictateprofile*. You are offered the chance to set a profile's location at the time you create it. You may place it anywhere you like, such as *~/Documents/Dragon Profiles* (you may wish to create this folder). This allows the profile data to be backed up easily. A symbolic link to the profile will be found in *~/Library/Application Support/Dragon/Dragon Profiles*.

The first time you use Dragon Dictate, there will be no profile, and you will be prompted to create one.

To **create a profile**:

- In the Profiles window, click the + button. A File Save dialog appears ("Name a New Profile"); specify a name and place to save this profile, and click Choose. Back in the Profiles window, choose a microphone, spelling system, and accent from the pop-up menus at the right. Click Create. You will then be taken to the Microphone Setup window and the Voice Training window for further preparation of the microphone and voice model. For a full discussion of the profile creation process, see "Installation and Making a Voice Profile."

To **delete a profile**:

- Select the profile's listing in the Profiles window and click the − button. You can't do this if there is only one profile. You can't delete the active profile.

To set which profile should be the **active profile**:

- Select the profile's listing in the Profiles window and click Make Active.
- Double-click the profile's listing in the Profiles window.

Profiles for this version of Dragon Dictate are incompatible with earlier versions of Dragon Dictate. Profiles from an earlier version of Dragon Dictate are marked in the Profiles window with a special icon ( ). You can make such a profile active; when you do, it is updated for use with this version of Dragon Dictate and will no longer work with earlier versions.

To **dismiss the Profiles window**:

- Create or activate a profile, as previously described.
- Click Close (at the lower right).

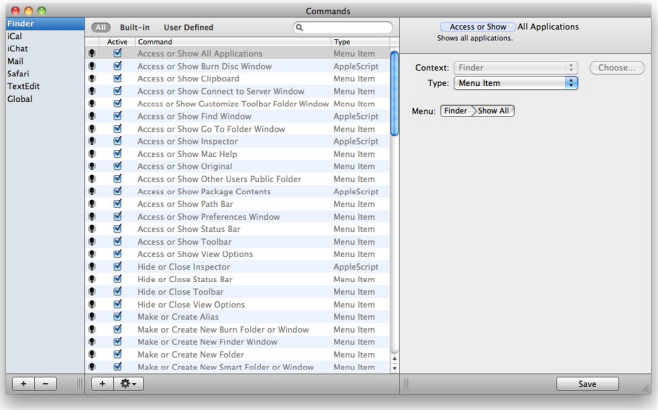
The Profiles window contains a checkbox letting you determine whether Dragon Dictate, as it starts up, should automatically check, over the Internet, to see if your version of the application is the newest available. This checkbox is also present in the General Preferences pane. You can also check for updates manually by choosing Dictate > Check for Updates.

Commands Window

The Commands window is your interface for management of global and application-based commands. This is where commands may be **edited** — modified, created, activated and deactivated, and deleted.

To **open the Commands window**:

- Choose Tools > Commands.
- Choose File > New Command. This is the same as choosing Tools > Commands and then pressing the + button to create a new command.



The Commands window. An active built-in command from the Global set is selected, displaying its AppleScript underpinnings.

To **switch among command lists**:

- In the left column, select a command set — Global, or an application context.
- At the top of the middle column, click All, Built-in, or User Defined.

It is the combination of *both* these settings that determines which commands are displayed.

To **activate or deactivate a command**:

- Click the checkbox to the left of the command's name.

A deactivated command still exists, but it is not listed in the Available Commands window, you cannot issue the command, and Dragon Dictate doesn't have to consider that phrase as a possible command when you say it. So, deactivating unused commands can be useful, but you probably should wait before doing so to see which commands you really don't need.

To **create a new command**:

- Click the + button.

To **delete a command**:

- Select the command, and press Delete, or choose Delete from the tool (gear) menu.

You can't delete an unmodified built-in command. Deleting a built-in command that you've modified restores the original unmodified built-in command.

To **duplicate a command**:

- Choose Duplicate from the tool (gear) menu.

To **edit a command**:

- Select the command name and work in the right-hand column.

Changes that you make in the Commands window might not be registered until you close the Commands window.

> **Note.** You don't need to read any more about the Commands window unless you are thinking of creating or modifying a command.

To **import** or **export commands**:

- Select **Command Import…** or **Command Export…** in the File menu.

When you select **Command Export…**, a dialog window appears and you can select the individual commands, or entire sets of commands, you want to export. When you're done and click **Export…**, a new dialog window allows you to name the export; whatever name you give it will automatically have *.commandstext* appended to it. You will also be prompted to save those commands' trigger terms in a separate file that will automatically have *-Terms.dynamictext* appended to it. A confirmation of your successful export will appear when you're done.

When you select **Command Import…**, a dialog window asks you to find the *.commandstext* file that you want to import; you will then be prompted to find the file's associated *-Terms.dynamictext* file. A confirmation will also appear.

Command Types

Every command is of one of the following types (as listed in the Type drop-down menu in the right-hand column of the Commands window):

AppleScript. The command executes a script written in AppleScript. The Source field in the Commands window is an AppleScript script editing environment; you can compile and run a script, and view its result (toggle between the Source and Result buttons above the editing environment). Many built-in Dragon Dictate commands are AppleScript commands. Even commands directed at Dragon Dictate itself, such as Dictation Mode, are AppleScript commands; Dragon Dictate is itself scriptable with AppleScript.

Application. The command launches a specified application. Dragon Dictate can generate launch commands for all your applications (see "Generated Commands"), but if you didn't want to activate that option, an Application command would be useful for launching a particular frequently used application.

Bookmark. The command jumps to a URL in your default browser. The "Web 100" commands are Bookmark commands (see "The Web 100 Commands"). Listed in the command list as a URL type.

File or Folder. The command opens a specified file or folder in the Finder (and activates the Finder). Listed in the command list as an Alias type.

Menu Item. The command chooses a menu item, specified by menu and menu item name. A Menu Item command must be created and edited in a specific application context, though it may later be changed to Global context if desired.

Shell Script. The command executes a shell script. The Shell Script text field in the Commands window is a script editing environment. The script should begin with a "shebang" line (e.g. `#!/bin/sh`). Running a shell script does not open the Terminal, and there is no means of viewing output; a shell script to be run from within Dragon Dictate should generally be created and tested elsewhere.

Text Macro. The command inserts specified text at the insertion point of the frontmost document. This is a good way to store and enter boilerplate text (hunks of named text) or any frequently used text that is awkward to dictate or that needs to be formatted without regard to Dragon Dictate's automatic capitalization and punctuation rules.

Automator Workflow. The command executes an Automator workflow, specified by the pathname of the workflow file.

Keystroke. The command executes the simulated pressing of a specific key, or group of keys, as defined by you.

Creating a Command

In creating a command, consider the following:

Context. Should this command be available everywhere (Global), or only in the context of some specific application?

Name. The name of the command is the phrase that you will speak to trigger the command. What should this phrase be?

Implementation. How will you implement this command? Which of the above command types should it be?

To create the command, click the + button. A workspace appears in the righthand column. Edit each setting:

Command Name. This is the name of the command, the phrase you will speak to trigger the command. Click in that window to edit it.

Command Description. This is the field below Command Name. It is optional. Click in that window to edit it.

Context. This is the application in which you want the command to be available. For all applications, choose Global. Contexts for which Dragon Dictate already has application-based commands are listed in the pop-up menu (see "Application-Based Commands"). To create a new context, click Choose and select an application in the Open dialog.

Type. Pick a type from the pop-up menu (see "Command Types"). Alternatively, if the implementation involves specifying a file or is itself a file, you may be able simply to leave the pop-up menu on "Automatic" and drag the file onto the drag area. For example, if you drag an Automator Workflow file, Dragon Dictate chooses the Automator Workflow type and points to that file; if you drag an AppleScript compiled script file, Dragon Dictate chooses the AppleScript type and copies the script into the Source field; if you drag text, Dragon Dictate chooses the Text Macro type and copies the text into the Text field; if you drag a miscellaneous file or folder, Dragon Dictate switches to the File or Folder type and points to the dragged item; and so forth.

Implementation. If an implementation was not automatically provided by the previous step, provide an implementation for your command.

Providing a command implementation is generally straightforward, because the use of a command type implies that you already understand that command type. For example, a Shell Script implementation requires a knowledge of shell scripts.

The AppleScript command type is the most flexible, and therefore the most involved. Teaching you AppleScript is beyond the range of this manual (you can learn the language from any of a number of books, such as *AppleScript: The Definitive Guide*, published by O'Reilly Media). You can study the built-in AppleScript

commands to get an idea of how they are implemented. Except for Global commands directed at Dragon Dictate itself, the built-in commands tend not to talk AppleScript at an application, even when it is scriptable; rather, they use GUI scripting, by way of System Events, to manipulate the target application's interface. Whenever possible, the Menu Item type is the preferred approach. This, however, should not discourage you from writing your own commands that do take advantage of the target application's scriptability.

As a convenience, Dragon Dictate lets you easily create an AppleScript command that issues modifier-keystroke combination. (For example, you might create a Log Out This User command that types Shift-Command-Q.) Set the Type to AppleScript, click "Click to record shortcut," and type the modifier-keystroke combination. The script will be automatically created in the Source field.

In general, the more you arm Dragon Dictate with a repertory of user-defined commands corresponding to your frequently executed tasks, the more useful Dragon Dictate will be as a speech-driven assistant.

Vocabulary Editor Window

The Vocabulary Editor window is your interface for viewing and editing the list of words, phrases, and symbols that Dragon Dictate can type for you in Dictation mode.

To summon the Vocabulary Editor window, choose Tools > Vocabulary Editor.

The very first time you open the Vocabulary Editor window when a given profile is active, there will be a brief delay while Dragon Dictate generates an initial list of the built-in dictation vocabulary for that profile. Once this initial list is generated, subsequent access to the Vocabulary Editor window is rapid. (The list is long, though — over 150,000 words — so there can still be a brief delay when you perform certain actions in the window.)

To **switch among vocabulary lists**:

- Click All, Built-In, or User. User vocabulary can come from vocabulary training (analysis of written text, see "Vocabulary Training Window") or from direct editing in this window. An icon distinguishes built-in vocabulary from user vocabulary.

To **filter the displayed list**:

- Type in the search field and press Return. The pop-up menu in the search field lets you determine whether the filter operation is Contains, Begins With, or Ends With. Both the written and spoken forms are searched. For example, a Contains search on "dash" lists "balderdash", because its written form contains "dash", but also "---", because its spoken form is "em-dash." To empty the search field and **stop filtering the list** (displaying the entire list), click the "x" in the search field or press Esc when the search field has focus.

If you do a search and no match is found, and if you're in the All category, Dragon Dictate will offer to add the term to your user vocabulary. To add it, click Yes. (You can edit this new vocabulary item later.) To decline, click No.

To **edit a vocabulary item**:

- Select the item, and use the info area at the bottom of the window. If the info area is not present, click the info button to summon it.

You can't edit the *written form* of a vocabulary item. You can edit the *spoken form* of a user vocabulary item, but not of a built-in vocabulary item; you should do this if the item's written form differs from its pronunciation. (For best results, train the item's pronunciation, as described below.) To **edit the spoken form** of a user vocabulary item:

- Type the spoken form (an English spelling equivalent to how the word is pronounced) and *press Return*. You should see a dialog warning that any recorded training for this word will be erased.

The Vocabulary Editor window, showing a user vocabulary item whose spoken form differs from its written form. (Behind, a Note Pad window demonstrates that this vocabulary item is indeed working; the user has said the spoken form and Dragon Dictate has typed the written form.)

The Vocabulary Editor window info area also displays features of the selected vocabulary item having to do with Dragon Dictate's intelligent automatic capitalization and spacing. You can edit these features for user vocabulary items, and for most built-in vocabulary items (although some built-in vocabulary items have complex automatic capitalization and spacing rules, which can't be fully displayed or edited):

Spaces before and after. Normal words will have one space before and one space after. But a punctuation mark might follow a different rule.

Next word. How should the word following this item be capitalized? In most cases, "Natural capitalization" (the default) will be the right choice.

Lower case in titles. A "title" is a phrase dictated while title casing is turned on (Caps On). You might prefer that "small" words such as "of" or "in" not be capitalized in such phrases.

If a vocabulary item is not being recognized correctly, you might wish to train the pronunciation of the item. This means that you pronounce the item several times, so that Dragon Dictate can record your voice saying it and incorporate the recording into your voice model. To **train a vocabulary item**:

- Select the item, and choose Train from the tool (gear) menu at the bottom of the window.
- In the dialog for adding a new vocabulary item, click Train.

Dragon Dictate presents a sequence of training dialogs:

1. A dialog explaining that you are about to pronounce the item three times (click Train to proceed).
2. A dialog where you pronounce the item three times, watching for feedback in the dialog so you know Dragon Dictate has heard you.
3. A dialog where you are informed that the training process is over.

To **create a new user vocabulary item**:

- Click the + button. Type the word, as written, in the dialog. To add a description of how the word is spoken, or to train the word's pronunciation by speaking, click Advanced to reveal the rest of the dialog.

To **delete a user vocabulary item**:

- Select the word and press Delete (or choose Delete from the gear menu). A dialog appears giving you an opportunity to change your mind.

To **export and import vocabulary items**:

- To export, select the item(s) and choose Export from the gear menu. An XML file is created. To import, choose Import from the gear menu and specify an exported XML file. User vocabulary, when created, belongs to the current profile, so this is a way to copy user vocabulary from one profile to another.

Microphone Setup Window

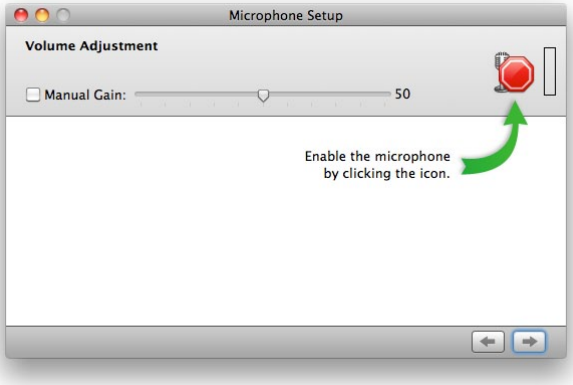
The Microphone Setup window is where you adjust the **sound input level**.

> **Tip.** Optimal sound input level is crucial to speech recognition. It's a good idea to summon the Microphone Setup window and adjust the sound input level *each time you begin a session* using Dragon Dictate, and even each time you've taken off your microphone headset and put it back on, because the microphone position or the background noise conditions may have changed.

To **show the Microphone Setup window**:

- Choose Tools > Microphone Setup.

The Microphone Setup window will also appear automatically when you create a profile.



The Microphone Setup window is where you adjust your sound input level. To begin, click the microphone icon with the red "stop sign."

To **adjust the sound input level automatically**:

- Click the microphone button at the lower left of the window, and read aloud the text that appears in the middle of the window, until the window informs you that the level is adjusted. You might have to read the entire text two or three times before the adjustment is completed. When adjustment is com-

pleted, the window will say "Finished" and the last few seconds of your speech will be played back.

To **adjust the sound input level manually**:

- Check "Manual Gain Setting" and slide the slider while speaking until the typical gain displayed in the thermometer next to the microphone button maxes out at the top of the green area.

For a complete description of the microphone setup process, see "Microphone Setup."

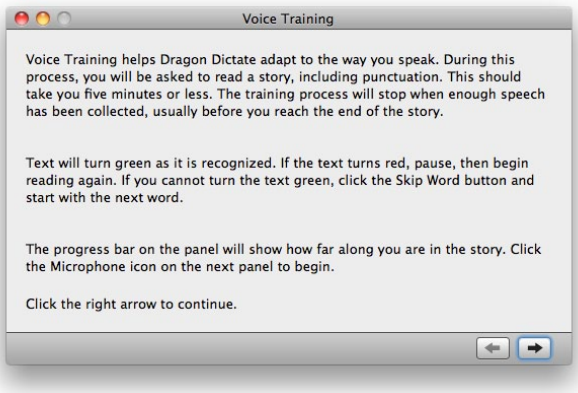
Voice Training Window

The Voice Training window is where you read aloud a little story so that Dragon Dictate can **train the active profile's voice model** to recognize your speech.

To **summon the Voice Training window**:

- Choose Tools > Voice Training.

The Voice Training window will also appear automatically as part of the sequence of events when you create a new profile.


Voice Training
Voice Training helps Dragon Dictate adapt to the way you speak. During this process, you will be asked to read a story, including punctuation. This should take you five minutes or less. The training process will stop when enough speech has been collected, usually before you reach the end of the story.
Text will turn green as it is recognized. If the text turns red, pause, then begin reading again. If you cannot turn the text green, click the Skip Word button and start with the next word.
The progress bar on the panel will show how far along you are in the story. Click the Microphone icon on the next panel to begin.
Click the right arrow to continue.

The Voice Training window, before reading a story. To proceed, click the right-arrow button at lower right of the window.

To **train with a story**:

1. Click the right-arrow at the lower right. The stories are listed; stories that you have not trained for this profile are unmarked.
2. Select a story and click the right-arrow again.
3. When you're ready to begin, click the microphone button at the lower left. Read the story aloud.

As you read aloud, passages that have been recognized will turn green. If passages turn red, try again or click "Skip Word". When you *first* start to train a profile, you will need to read quite slowly, in very short distinct phrases (but smoothly and naturally), waiting each time for the display of green text to catch up with you. After three or four pages of text, however, you will be able to read at a considerably more normal speed and in larger phrases.

When you've reached the end of the story, or when Dragon Dictate has heard enough, the window will change to indicate that your training is being processed into the voice model.

You *must* train the voice model with at least one story prior to using a new profile. After that, further training is optional. Reading additional stories (there are three of them) might improve Dragon Dictate's accuracy in recognizing what you say, but in many cases the recognition engine will prove to be remarkably accurate after you have read just one story.

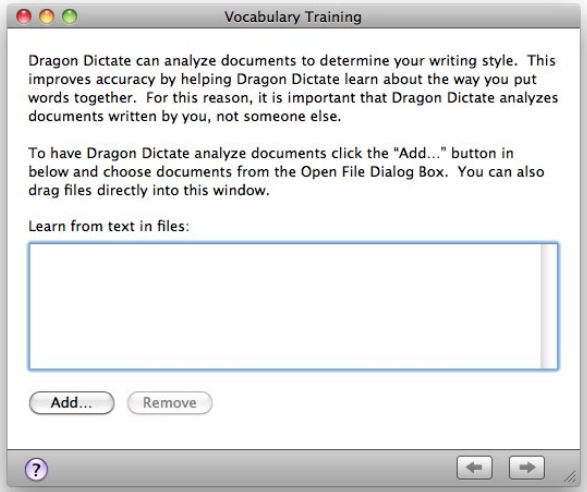
For a complete description of the voice training process, see "Voice Training."

Vocabulary Training Window

The Vocabulary Training window is where you provide Dragon Dictate with written text so that it can **learn unknown words**. Learned words are added to Dragon Dictate's recognition vocabulary for your profile, so you can use them while dictating.

To **open the Vocabulary Training window**:

- Choose Tools > Vocabulary Training.


Vocabulary Training
Dragon Dictate can analyze documents to determine your writing style. This improves accuracy by helping Dragon Dictate learn about the way you put words together. For this reason, it is important that Dragon Dictate analyzes documents written by you, not someone else.
To have Dragon Dictate analyze documents click the "Add..." button in below and choose documents from the Open File Dialog Box. You can also drag files directly into this window.
Learn from text in files:
Add...
Remove

The Vocabulary Training window, ready to add files for analysis.

To **feed text files** to the Vocabulary Training window:

1. Click the right-arrow at the lower right.
2. Click Add to select files to add to the list of files to be analyzed. Dragon Dictate can read the same standard formats as TextEdit, such as text files, *.rtf*, *.doc*, and *.odt* files.
3. Click the right-arrow at the lower right once again.

Alternatively, to **feed selected text** from an already open document to the Vocabulary Training window:

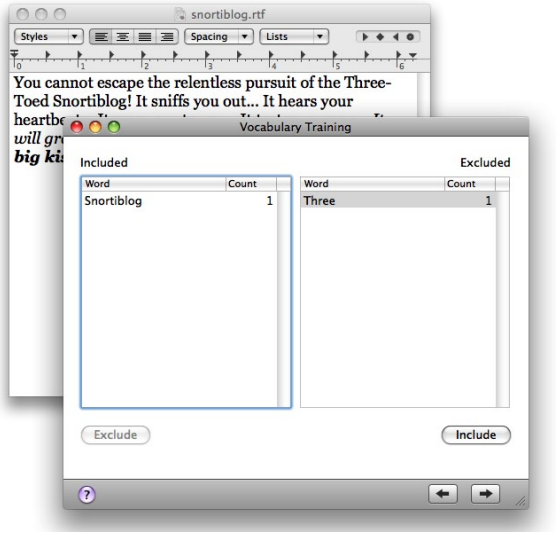
- Select the text and issue the command Train Vocabulary from Selection.
- Or, in a Note Pad window, select the text and choose Tools > Train Vocabulary From Selection.

If the text contains unknown words, the Vocabulary Training window will now present two columns of words: Included and Excluded. Manipulate the contents of these columns (by selecting words and then clicking Exclude or Include) so that

the Included column contains only words that you actually use, and which you want Dragon Dictate to incorporate into its vocabulary.

To **incorporate words in the Include column** into Dragon Dictate's vocabulary:

- Click the right-arrow at the lower right.



The Vocabulary Training window, after analyzing a text file (shown behind), ready to add a previously unknown word to this profile's vocabulary.

Status Window

The Status window is Dragon Dictate's **compact control center**. When the Status window is showing, it floats over all applications.

Use the Status window to toggle the microphone on or off, to bring Dragon Dictate to the front, and to summon the Recognition window, using the mouse instead of your voice.

Look at the Status window to learn what your sound input level is, what mode Dragon Dictate is in, whether you're using a capitalization, spacing, or numeral command, what profile is currently active, what the current dictation context is

(that is, where Dragon Dictate would type your dictation at this moment), and (optionally) to see how Dragon Dictate interprets what you have said.

The Status window.
Top: Current profile.
Middle, left to right: microphone button; sound input level; mode button; bring to front button; Recognition window button.
(Under the last three buttons are indicators for Caps, No Space, and Numeral.)
Bottom: Current dictation context.
Underneath: Last utterance (optional).

To **show or hide the Status window**:

- Say Show Status Window or Hide Status Window.
- Choose Window > Show/Hide Status Window.
- Choose Show/Hide Status Window from the Dock menu.

To set whether the Status window is **visible when Dragon starts up**:

- In the General Preferences pane, check or uncheck "Show Status Window at Startup".

To **change the Status window's transparency**:

- Use the slider in the Appearance Preferences pane.

To set whether the Status window **displays your speech as it is recognized**:

- In the General Preferences pane, check or uncheck "Show Recognized Text".

To **toggle the microphone** on or off:

- Click the microphone button.

The microphone button's icon indicates the **microphone's status**:

- Green circle: The microphone is on.

- Red stop sign: The microphone is off.
- Blue balloon with crescent moon: The microphone is asleep.

The mode button's icon indicates the **current mode**. Click it to summon the modes menu, where you can **switch between modes**.

To **bring Dragon Dictate frontmost**:

- Click the bring to front button.

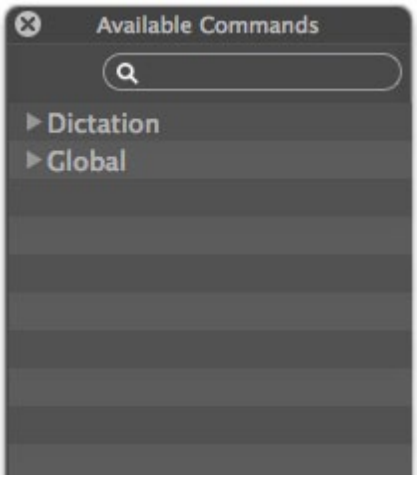
To **summon the Recognition window**:

- Click the Recognition window button.

Available Commands Window

The Available Commands window lists **the commands you can say** at any moment. When the Available Commands window is showing, it floats over all applications.

The list of commands displayed in the Available Commands window changes automatically depending on what mode you're in, what application is frontmost, and whether the Recognition window is open. The availability of some global commands and the order in which commands are displayed depends on your settings in the Command Preferences pane.



The Available Commands window, while the Finder is frontmost.

To **show the Available Commands window**:

- Say Show Available Commands Window.
- Choose Window > Show Available Commands.
- Choose Show Available Commands from the Dock menu.

The Available Commands window will automatically appear when you start up Dragon Dictate if it was showing when Dragon Dictate last quit.

Scroll through the window, or use the search field, to **discover commands**.

> **Tip.** If there is text in the search field, the list of commands is filtered to display only commands containing that text. To be certain that *all* commands are displayed, empty the search field; a quick way is to click in the search field and press Esc.

To **issue a command**:

- Say the command.
- For a global or application-based command, double-click the command's name in the Available Commands window.

Hover the mouse over a command's name in the Available Commands window to see a **tooltip displaying its description**.

To **hide the Available Commands window**:

- Say Hide Available Commands Window.
- Choose Window > Hide Available Commands.
- Choose Hide Available Commands from the Dock menu.
- Click the close button at the top left of the Available Commands window.

Recognition Window

The Recognition window is your interface for refining Dragon Dictate's voice model by **telling it about recognition errors it has made**. This is called *training the voice model*. When the Recognition window is showing, it floats over all applications.

When Dragon Dictate has typed what you said in Dictation mode, and has made a mistake, use the Recognition window to *correct Dragon Dictate's interpretation* of what you said, as well as to *correct what Dragon Dictate typed*.

There are thus two ways to modify the existing dictated content of a document: you can use Dictation mode commands, or you can use the Recognition window to train the voice model. However, there is a big difference between them:

> **Modifying the document.** When you use a Dictation mode command to select and delete a phrase, or to select and dictate to replace a phrase, and so forth, you are implying that *you* made a mistake.
>
> **Training the voice model.** When you use the Recognition window to train the voice model, you are implying that *Dragon Dictate* made a mistake; it misrecognized your speech, or didn't know a word you used. Use training, in other words, to *teach* Dragon Dictate and to improve its accuracy in recognizing your speech and the kinds of things you say.

Recognition
Play
1 With everything blown dry,
2 if everything blown dry,
3 as with everything blown dry,
4 with everything blown dry, and
5 if everything blown dry, and

The Recognition window, after dictating With everything bone dry COMMA. The first alternative is correct, so the next step would be to say Pick 1 (or click the 1 button).

To **summon the Recognition window**:

- Say Show Recognition Window.
- In Dictation mode, say one of the following:
  - Train the Word "Someword"
  - Train the Words "Someword" Through "Otherword"
  - Train the Words "Someword" to "Otherword"
- Click the Recognition window button in the Status window.
- Press the Recognition window keyboard shortcut.
- If "Show Recognition Window when dictating" is checked in the Recognition Preferences pane, the Recognition window will open automatically when you are dictating in Dictation mode or Spelling mode as soon as the insertion point is within or after a phrase capable of being trained. Usually this will be as soon as you dictate anything.

Note. The Recognition window (and voice model training in general) operates on dictated utterances. Dragon Dictate has its own ideas about what constitutes an utterance, based partly on where you paused while dictating. Therefore, the phrase that is selected when you say Train the Word(s)…, or the phrase that appears in the Recognition window (and is selected when you summon the Recognition window), might be longer or shorter than what you initially specified.

To **close the Recognition window**:

- Say Hide Recognition Window.
- Say Cancel Training.
- Say Cancel Recognition.
- Click the close button at the top left of the Recognition window.
- Press the Recognition window keyboard shortcut.
- If "Close Recognition Window after each choice" is checked in the Recognition Preferences pane, the Recognition window will close automatically as soon as you use it to replace a dictated phrase with its correct version.

Try different Recognition Preferences pane settings and different ways of summoning and closing the Recognition window as you train your dictation. You'll soon settle on a favorite way of working (which might depend on external factors, such as the size of your screen).

You can **adjust the transparency** of the Recognition window. Say Increase Transparency or Decrease Transparency, or move the slider at the upper right of the window.

How to Train

The Recognition window presents **alternative interpretations** of the phrase containing the current selection or insertion point in the dictation document. The first alternative is the interpretation that Dragon Dictate entered in the document. The number of additional alternatives is limited by your setting for "Maximum number of alternatives" in the Recognition Preferences pane.

You can use the Recognition window to train *what you just dictated*, because the insertion point is still at the end of that phrase, so that is the phrase shown in the Recognition window. You can also *select a dictated phrase* (using Dictation mode navigation commands); if Dragon Dictate still has cached dictation information for this

part of the document, the Recognition window will change to show alternatives for that phrase.

Thus, one way of working with the Recognition window is to train phrases **as soon as you dictate them**; another is to dictate a larger amount, such as a paragraph or two, and then **go back and train**.

In most cases, Dragon Dictate will have preserved the recording of your speech from when you dictated the phrase. To **play the recording** of the phrase selected in your text:

- Say Press Play.
- Click the Play button at the top left of the window.

This can be a useful precaution, because you may not have said what you think you said. You do not want to mistrain Dragon Dictate by using the Recognition window to enter a trained phrase that is *not* a correct interpretation of what you actually said! If *you* made a mistake, *don't* use the Recognition window!

If one of the Recognition window's alternatives is correct, **enter it in the document** in place of the alternative that's already there. To do so:

- Say Pick 2 or Choose 2 (or whatever the actual number at the left of the correct alternative is — but most of the time, it probably *will* be 2!).
- Click the numbered button at the left of the correct alternative.

You have now performed **recognition training**. Internally, Dragon Dictate will modify its speech model, and will save this information into your profile the next time your profile is saved.

If *none* of the Recognition window's alternatives is correct, you can edit one of the alternatives so that it *is* correct, and then enter the edited, correct alternative as in the previous step. It doesn't matter which of the alternatives you edit; edit whichever is most convenient. To **edit an alternative**:

- Say Edit 1 (or whatever the actual number at the left of the desired alternative is).
- Click once to select the alternative, pause, and then click once inside the text of the alternative.

The alternative you are editing is now the "target" for dictation and commands. You can edit using Dictation mode or Spelling mode (and it is also fine to use your fingers to type in the Recognition window). The only standard command that doesn't work is "Scratch that"; instead, use Scratch Word or Forget Word.

To **exit editing mode** without entering the corrected phrase into your document:

- Say Cancel Edit or click elsewhere.

Preferences Window

The Preferences window lets you set certain **options** for Dragon Dictate. To **show the Preferences window**:

- Choose Dictate > Preferences.

To **close the Preferences window**:

- Click the close button at the top left of the window.

General Preferences pane

The General Preferences pane assembles some miscellaneous options, having mostly to do with the state of things when Dragon Dictate is launched.

Startup Mode

Use the **radio button** to determine what mode Dragon Dictate should be in when it starts up, or whether the microphone should simply be off.

Startup Actions

Check **Check for Updates** if you want Dragon Dictate to go online at launch time and automatically communicate over the Internet with Dragon to see whether your version of Dragon Dictate is the most recent. If a newer version is available, you will be offered a chance to download and install it. You can also check for updates manually by choosing Dictate > Check for Updates.

(This checkbox does the same thing as the checkbox in the Profiles window. If one is checked, the other is automatically checked.)

Check **Show Profiles Window** if you want Dragon Dictate to pause and display the Profiles window at launch time; the main reason for doing this would be so that you can select a profile as the active profile. If unchecked, Dragon Dictate will automatically activate the profile you were using previously.

Check **Show Status Window** if you want the Status window to be visible at launch time.

When Activating a Profile

Check **Open a New Note Pad Window** if you want a new empty Note Pad window to open when a profile is activated. This includes opening a Note Pad window at launch time, because a profile is always activated at launch time.

Note Pad Autosave

Click the pop-up menu if you want to change how often a Note Pad document autosaves, something that will come in handy if your computer freezes or Dragon Dictate crashes and you need to retrieve what you were working on. The default is every 5 minutes. You can also set it to every minute, every 30 seconds, every 15 seconds, or Never.

Feedback

Check **Show Recognized Text** if you want the Status window to display the text of each phrase that Dragon Dictate understands you to have uttered (as shown in the illustration on page 163).

Appearance Preferences pane

The Appearance Preferences pane assembles some miscellaneous options having to do with microphone icons and the Status window.

Show Microphone Status

Check **In the menu bar** if you want the Dragon Dictate status menu item to appear in the menu bar. This status menu item is an icon that displays whether the microphone is on or off, or asleep; plus, you can click it to toggle the microphone on or off.

Check **In the Dock** if you want Dragon Dictate's Dock icon (and its Command-Tab application switcher icon) to be badged with a microphone icon showing whether the the microphone is on or off, or asleep.

Status Transparency

Use the slider to govern how opaque or transparent the Status window should be.

When Starting MouseGrid

Check **Switch to Command mode** if you want Dragon Dictate to switch to Command mode when you invoke the MouseGrid. Check **Enable zoom** if you want MouseGrid to display the magnification window when you focus on an area too small to show the grid. Both of those options are checked by default.

Obscure Transparency

Use the slider to determine how light or dark the MouseGrid should be. The lighter it is, the easier you will be able to see what's under it. This is set to Lighter by default. Below the slider, you can choose what color the grid should be, as well as what color is used when you invoke the Hold Mouse command. Click the box next to the option to summon a color wheel where you can make changes.

Recognition Preferences pane

The Recognition Preferences pane governs some behaviors of the Recognition window, and of the recognition engine.

Recognition Window Options

If **Show Recognition Window When Dictating** is checked, the Recognition window will open automatically when you are dictating in Dictation mode or Spelling mode as soon as the insertion point is within or after a phrase capable of being trained. Usually this will be as soon as you dictate anything.

If **Close Recognition Window After Each Choice** is checked, the Recognition window will close automatically as soon as you use it to replace a dictated phrase with its correct alternative.

Use **Maximum Number of Alternatives** to set the number of alternatives shown in the Recognition window. Fewer alternatives might be shown (as few as one, in fact), depending on how certain Dragon Dictate feels about its interpretation of what you said.

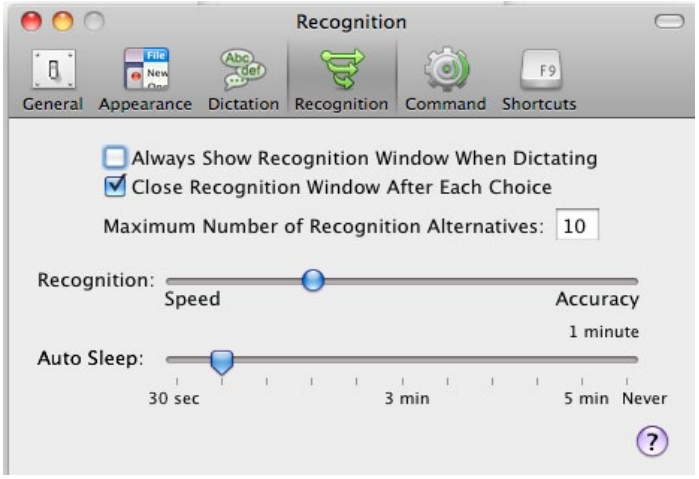
Recognition Behavior

Use the **slider** to trade off between speed and accuracy of speech recognition. The middle (50) is a good initial setting, but given the speed of today's Intel-based machines you can probably opt for more accuracy with no appreciable increase in response time. Feel free to experiment. After you've done a good deal of dictation and honed your voice model using the Recognition window, Dragon Dictate will probably be both faster and more accurate, so you can then afford to move the slider to the right a bit.

Auto Sleep

Use the **slider** to set the length of time before the microphone goes to sleep and no longer recognizes input. While you can use the Go To Sleep or Microphone Off commands to accomplish the same thing, the **Auto Sleep** feature is useful if you are frequently interrupted or simply prefer not to use those commands.

You can set the length of time for **Auto Sleep** at anywhere from 30 seconds to five minutes, or never.



Notice that when you click and hold the **Auto Sleep** slider, the time is displayed on the right. It changes as you move the slider; when you release the slider, the time disappears.

Dictation Preferences pane

The Dictation Preferences pane allows the **Auto Cache Document** feature to be enabled or disabled for certain applications. It's also where you can enter a port number for the Dragon Remote Microphone app, although you shouldn't change it from the default (51001) unless you have a reason to do so.

TextEdit

By default, **Auto Cache Document** is enabled for TextEdit. To disable, uncheck the box next to TextEdit.

Microsoft Word

By default, **Auto Cache Document** is disabled for Microsoft Word. To enable, uncheck the box next to Microsoft Word.

Command Preferences pane

The Command Preferences pane affects the behavior and contents of the Available Commands window, as well as what commands are actually available.

Available Commands Window

Check **Show Global Commands above Application Commands** to make the global commands appear above the application-based commands in the Available Commands window.

Check **Enable Web Site Commands** to cause the Web 100 global commands to be enabled (and to be present in the Available Commands window).

Command Generation

Check **Generate Application Launch Commands** to cause global commands for launching applications to be generated the next time you start up Dragon Dictate.

Check **Generate Email Commands** to cause global commands for creating and addressing an email message to be generated the next time you start up Dragon Dictate.

Shortcuts Preferences pane

The Shortcuts Preferences pane lets you set **global keyboard shortcuts** (hot keys) for three Dragon Dictate actions. They are:

- **Toggle Microphone**. Turns the microphone on or off.
- **Select Speech Mode**. Cycles through the modes: Dictation mode, Spelling mode, and Command mode.
- **Show Recognition Window**. Shows and hides the Recognition window.
- **Dismiss MouseGrid**. Dismisses the MouseGrid after it's been summoned.

To **set a shortcut**:

- Click in the oval shortcut region and type the desired shortcut.

To **delete a shortcut**:

- Click the "X" at the right end of the oval shortcut region.

Sharing Preferences pane

The Sharing Preferences pane allows you to set up connectivity to your Facebook and Twitter accounts, so you can dictate updates to both social sites.

Click the **Login** button next to each option to set it up. Enter your user name and password for each service. Facebook will ask you to allow Dragon Dictate to access your Facebook wall and personal information; that function is a necessary part of Facebook's privacy policy, so you must enable it to post updates via Dragon Dictate.

If you change your user name or password for either service, set up a new account, or simply don't want to use this function anymore, click the **Reset** button to disconnect one of the social networking services.

Menus

This section lists Dragon Dictate's menus and menu items.

Dictate Menu

About Dictate. Summon the About window.

Check for Updates. Communicate over the Internet with Dragon to see whether your version of Dragon Dictate is the most recent. If a newer version is available, you will be offered a chance to download and install it. Dragon Dictate can also optionally check for updates automatically as it starts up; to control whether it does this, use the checkbox in the Profiles window or the General Preferences pane.

Preferences. Summon the Preferences window.

Services. Click Services Preferences to open the Keyboard Shortcuts pane in System Preferences.

Hide Dictate, Hide Others, Quit Dictate. Those are all self-explanatory.

File Menu

New Note Pad. Open a new empty Note Pad window.

New Command. Open the Commands window in the same state as if you had pressed the + button to start creating a new command.

Open. Summon a standard File Open dialog where you can open an existing *.rtf* file as a Note Pad window.

Open Recent. Open a document recently edited as a Note Pad window.

Close. Close the active window (offering a chance to save if necessary).

Save. Save the current Note Pad window (as an *.rtf* file).

Save As. Summon a standard File Save dialog where you can save the current Note Pad window as an *.rtf* file, specifying the file's name and location.

Save Profile. Save the currently active profile's data. Enabled only if you have done something (such as training the voice model) to affect the active profile. The active profile is saved automatically when you activate a different profile or quit Dragon Dictate; this menu item is just a "safety valve" for those wishing to make certain that changes in the profile are not lost in case of a power failure or similar unforeseen event.

Command Import. Summon a standard File Open dialog where you can open a *.commandstext* file (as created by the Command Export menu item). Opening such a file will incorporate the commands it contains, so that they will appear in the Commands window and the Available Commands window.

Command Export. Summon a dialog where you can select commands (from the Commands window) to export, followed by a standard File Save dialog where you can specify a name and location to save the commands as a *.commandstext* file. This is an XML file, but it is not intended to be user-editable; its purpose is to be imported with the Command Import menu item. Thus you can transfer custom commands between computers and users.

ScriptPak Import. Like Command Import, but the type of file you can open is a ScriptPak, as exported from or created for iListen, Dragon's previous speech recognition application.

Edit Menu

The Edit menu items are a subset of those that are standard and familiar in any Mac OS X word processing application, such as TextEdit.

Undo. Undo the previous action.

Redo. Redo the previously undone action.

Cut. Remove selected text and place it on the clipboard.

Copy. Place a duplicate of the selected text on the clipboard.

Paste. Insert the contents of the clipboard at the selection point.

Paste and Match Style. Insert the contents of the clipboard at the selection point, ignoring any style information on the clipboard.

Delete. Remove selected text (without placing it on the clipboard).

Select All. Expand the selection to including everything.

Find > Find. Summon the Find dialog.

Find > Find Next. Search forwards for the Find string.

Find > Find Previous. Search backwards for the Find string.

Find > Use Selection for Find. Copy the selected text to become the Find string.

Find > Jump to Selection. Scroll to reveal the selected text.

Spelling > Show Spelling and Grammar. Summon the Spelling and Grammar dialog.

Spelling > Check Spelling. Select the next misspelled word.

Spelling > Check Spelling While Typing. Toggle whether misspelled words are marked.

Special Characters. Summon the Special Characters input palette.

Speech Menu

The menu items of the Speech menu also appear in Dragon Dictate's Dock menu. An advantage of the Dock menu is that it works even if Dragon Dictate is not frontmost.

Microphone On/Off. Toggle the microphone on or off.

Dictation. Switch to Dictation mode. Checked if Dragon Dictate is already in Dictation mode.

Command. Switch to Command mode. Checked if Dragon Dictate is already in Command mode.

Spelling. Switch to Spelling mode. Checked if Dragon Dictate is already in Spelling mode.

Numbers. Switch to Numbers mode. Checked if Dragon Dictate is already in Numbers mode.

Sleep / Wake Up. Switch into or out of Sleep mode.

Tools Menu

Profiles. Summon the Profiles window.

Commands. Summon the Commands window.

Vocabulary Editor. Summon the Vocabulary Editor window.

Auto Formatting. Summon the Auto Formatting window.

Microphone Setup. Summon the Microphone Setup window.

Voice Training. Summon the Voice Training window.

Vocabulary Training. Summon the Vocabulary Training window.

Train Vocabulary from Selection. Analyze the text selected in the current Note Pad window and then, if the text contains unknown words, summon the Vocabulary Training window displaying Included and Excluded columns.

Format Menu

The Format menu items are a subset of those that are standard and familiar in any Mac OS X word processing application, such as TextEdit. They work in a Note Pad window.

Font > Show Fonts. Show the Font palette. Changes will be applied to the selection.

Font > Bold. Toggle the bold styling of the selection.

Font > Italic. Toggle the italic styling of the selection.

Font > Underline. Toggle the underlined styling of the selection.

Font > Bigger. Increase the font size of the selection.

Font > Smaller. Decrease the font size of the selection.

Font > Show Colors. Show the Color palette. Changes will be applied to the selection.

Font > Copy Style. Move styling information from the selection to the clipboard.

Font > Paste Style. Apply style information from the clipboard to the selection.

Text > Align Left. Align the selected text against the left margin.

Text > Center. Center the selected text between the margins.

Text > Justify. Align the selected text against both margins.

Text > Align Right. Align the selected text against the right margin.

Window Menu

Minimize. Minimize the active Note Pad window to the Dock.

Minimize All. Option-key version of the above. Minimize all Note Pad windows to the Dock.

Zoom. Toggle the size of the active Note Pad window.

Zoom All. Option-key version of the above. Toggle the size of all Note Pad windows.

Bring All to Front. Bring all Dragon Dictate windows in front of windows of other applications.

Arrange in Front. Option-key version of the above. Bring all Dragon Dictate windows in front of windows of other applications, and arrange them neatly overlapping in the middle of the screen.

Show / Hide Status Window. Toggle the visibility of the Status window.

Show / Hide Available Commands. Toggle the visibility of the Available Commands window.

The preceding two menu items also appear in Dragon Dictate's Dock menu. An advantage of the Dock menu is that it works even if Dragon Dictate is not frontmost.

Individual Windows. Individual open windows (not including the floating Status window, Available Commands window, and Recognition window) are listed; choose one to switch to it. The active window is checked. Note Pad windows containing unsaved changes are marked with a bullet.

Help Menu

Dragon Dictate Help. Summon the online help.

Tips & Tricks. Display miscellaneous advice for using Dragon Dictate.

Release Notes. Display notes on the current version of Dragon Dictate.

Quickstart Guide. Display a brief PDF document with instructions on getting started with Dragon Dictate.

User Manual. Display this PDF User Manual for Dragon Dictate.

Send Email to Tech Support. Create a new message in your default email client, addressed to Dragon Technical Support.

Tips on Speaking

Speech recognition, while it has become far faster and better over the past several years, does not work like the human brain. The speech recognition engine identifies the words you speak, using its knowledge of how you pronounce sounds, along with a rudimentary notion of grammatical and lexical context, but it doesn't know the meaning of the words, nor does it have the understanding of your speech that a person does.

Thus, while the speech recognition engine's accuracy can be improved to respond to the unique characteristics of your voice, you also need to let Dragon Dictate train you. Your use of Dragon Dictate will be much more successful if you bear in mind, and put into operation, a few simple tips.

Train honestly. When you create a profile, you will use Microphone Setup to set your microphone input level, and then you will use Voice Training to read a story. Speak in the same manner and choose the same environment in which you will primarily use Dragon Dictate.

Be consistent. This tip is a continuation of the previous one. Having trained Dragon Dictate with Voice Training, you should carry on speaking the same way, as you proceed to *use* Dragon Dictate. Stressing your words, or speaking expressively, is apt to alter your pronunciation and mislead the speech recognition engine.

Pause. Dragon Dictate hears and thinks in "utterances," which are stretches of speech with pauses in between. When you say Scratch That, Dragon Dictate deletes the previous utterance. The Recognition window displays complete utterances. Utterances can be phrases or even complete sentences. Since Dragon Dictate thinks in utterances, you should speak in utterances. Pause fairly often.

Speak clearly. Don't mumble. Imagine you're speaking over a radio connection from the International Space Station, that the signal is undependable and static-prone, and that you're calmly explaining to a disbelieving ground crew at Houston that a large green alien monster is trying to break in. Clarity is key.

Speak naturally. Speak clearly, but speak calmly and naturally. Don't over-emphasize any sounds. Don't over-emphasize the divisions between words. Don't pronounce "fat cat" as "ffatt-uh, catt-uh;" run words and sounds together in a linguistically natural way. Don't pronounce "the" as "thee," or "a" as "aye," unless that's how you actually speak. Dragon Dictate needs to hear sounds and words in their natural linguistic context. Speak in utterances, but make each utterance natural and smooth.

Dictate, don't talk. Talking and dictating are different. Conversation is a bit like mind-reading; we guess at what our interlocutor means. Dragon Dictate can't read your mind; it tries to transcribe faithfully what you actually say. Make up your mind what you want to say, then say it. Don't stumble. Don't add any extra noises or interjections, like "You know." Pause between utterances, but try not to hesitate in the middle of an utterance.

Relax. Tension in your voice and mouth can cause sounds to emerge in an artificial, strained way. Posture might matter. It can even be helpful to have on hand a glass of water, or warm tea, and to take frequent sips. Breathe gently so that your breath is not heard as an utterance. Turn the microphone off and shake out your tension from time to time.

The Cache and the Golden Rule

Dragon Dictate acts as intermediary between your speech and an application. You speak to Dragon Dictate; Dragon Dictate causes text to be typed or altered in an application's window. Sometimes, however, Dragon Dictate may appear to type text in the wrong place, or it might seem unable to obey dictation commands correctly.

Such cases are not mysterious, and you can largely prevent them — or, if they do arise, cure them — if you understand some basic facts about how Dragon Dictate operates on an application.

Two Ways of Working

You can use Dragon Dictate in two very different ways:

- To **boss around your computer**. Open Safari. Jump to Bookmark One. Move to Next Link. Move to Next Link. Jump to This Link. Jump Back. Scroll One Screen Down. Scroll One Screen Down. Close This Window.
- To **work with text**. Dear Mister Smith. Colon. New Paragraph. I am concerned about the report of the committee. Period. Capitalize the Word "Committee". Go to End. There is a suggestion of wrongdoing on our part. Period. Select the Words "A Suggestion". An implication.

The first way has to do with the computer's **overall user interface**. You're using your voice to navigate and push buttons. Have fun! There's nothing special to know about this.

The second way has to do with **text**. This is where some special considerations come in.

Text and the Cache

Look at the second example above: think about the command Capitalize the Word "Committee". How does Dragon Dictate know where the word "committee" *is?* It knows because it typed it in the first place. How does Dragon Dictate know where the cursor is now? (It must know this, so that it can know how far to jump back in order to select the word "committee" and capitalize it.) It knows because it did the typing that put the cursor there.

Look at what the second example above does *not* do. When the user has told Dragon Dictate to capitalize the word "committee" and she wants to resume dictating at the end of the sentence, does she click the mouse after the the final Period and start dictating? No! She says Go to End. That way, Dragon Dictate moves the insertion point, and Dragon Dictate still knows where it is. When the user wants to replace "a suggestion" with "an implication", does she use the mouse to select the words "a suggestion"? No! She tells Dragon Dictate to select those words, so that when she says "an implication", Dragon Dictate knows where the selection is and what's being replaced.

Dragon Dictate can send signals to an application. But Dragon Dictate can't actually "see" what's going on. It doesn't know what the current document window looks like, or what you do there. Dragon Dictate knows only what *it* has done there. As it works with text, Dragon Dictate memorizes its own actions: the text it types, the navigation it performs. This memory is called the *cache*. The cache is how Dragon Dictate keeps track of what text is in the window and where the selection or insertion point is located within that text.

When you're using Dragon Dictate to work with text, therefore, you shouldn't do anything that goes behind Dragon Dictate's back. Don't use the mouse and keyboard to navigate, select, cut and paste, or type. If you do, the cache will get out of sync with reality. (That's not a disaster! You can tell Dragon Dictate to throw away

the current cache, read the document's contents afresh, and start a new cache. But it's better not to get the cache out of sync if you can help it.)

The Golden Rule of Dragon Dictate is designed to keep you aware of the cache:

The Golden Rule of Dragon Dictate
When you're working with text, **don't mix your voice with your hands**.

Why Note Pad and TextEdit Are Special

Dragon Dictate comes with its own special word-processing windows — Note Pad windows. When you work in a Note Pad window, the Golden Rule is more relaxed. That's because a Note Pad window *belongs* to Dragon Dictate, so Dragon Dictate *can* see what's in the window — pretty much all the time. So selecting and navigating text with the mouse and keyboard, which would spell trouble for the cache in almost any other application, is pretty much okay in a Note Pad window. TextEdit documents allow for occasional use of mouse and keyboard if the "Auto Cache Document" box checked next to "TextEdit" in the Preferences for "Dictation."

Note Pad windows and TextEdit windows are easier, then, because they are more forgiving. A Note Pad window or TextEdit document is a great place to work with text when you're just getting started with Dragon Dictate. Even as an experienced user, you may find it simple and fast to work in a Note Pad window or TextEdit document and then copy the text and paste it into some other application.

Extra for Experts

You might be tempted to read the Golden Rule too literally. You might think: "As long I keep my hands off the keyboard, I can't possibly violate the Golden Rule." That's not so. The Golden Rule is more subtle than that. The fact is, you *can* use

your voice to violate the Golden Rule. (But you should try not to, of course.) How can this be?

Recall that there are two ways of working with Dragon Dictate: bossing your computer around, and working with text. Most of the time, bossing your computer around and working with text don't interfere with one another. You can dictate text for a while, and then you can say Open Safari and so on. But you might boss your computer around in such a way that text is affected! If this is text that you're already working with (so that it's in the cache), you've violated the Golden Rule.

Here's an example of what can go wrong. Assume you're *not* in a Note Pad window; you're in Apple Mail or something. And you say: This is a very bad situation. Select the Word "Very". Cut Selection. You've just violated the Golden Rule, even though you used only your voice.

Why? Because the command Cut Selection means: "Tell the current application to choose Edit > Cut." That's bossing the computer around. So this is exactly the same as if *you* had chosen Edit > Cut — using your hands. The cache-conscious way to delete a word is Delete the Word "Very". That's working with text (and you know this because Delete the Word "Very" is a Dictation mode command).

Cache Commands

Dragon Dictate includes the global commands Cache Document, Cache Selection, and Purge Cache. They can help you if the Golden Rule is accidentally violated, and in many other situations where Dragon Dictate needs to get "in sync" with a document that it can't "see."

Cache

As you dictate, and as Dragon Dictate types text for you, it also *remembers* the text that it types for you. That's why you can use commands like Go To End or Move Backward Five Words to navigate and edit your text: Dragon can navigate this

text because it *created* this text. Dragon Dictate also maintains recordings of your voice, and alternative interpretations of what you said. That's why voice playback and recognition training are possible. All of this information is kept in the *cache*.

But Dragon Dictate knows *nothing* about text that it *didn't* enter for you. This could make it tricky to use Dragon Dictate to edit a document that already exists, or to edit distinct parts of a large document. If you accidentally violate the Golden Rule by making a manual change to a document where you've been dictating, Dragon Dictate won't know you've done this, and navigation and editing commands may misbehave. The "Cache" commands help you handle such situations:

- When you say Cache Document, you're telling Dragon Dictate to **read the whole document's contents**, no matter how those contents were created. Dragon Dictate forgets what it entered in this document, throws away its recordings of your voice (so training on existing text is no longer possible), and just reads the document. Now it knows what the document contains, so now you can tell Dragon Dictate to navigate the document and to enter and edit text.
- Alternatively, you can say Cache Selection. This is like Cache Document, but it works on just the **currently selected text**. Dragon Dictate now knows about a limited region of the document. Commands for navigation, and entering and editing text, will work within this region. (To work with Dragon Dictate *outside* this region, you'd need to issue another "Cache" command.) Note that after Cache Selection, the commands Go To Beginning and Go To End mean: Go to the beginning or end *of the cached region*.

Saying Cache Document or Cache Selection can be a simple way to resume working after **deliberately violating the Golden Rule**. Why might you do that? For one thing, accidents can happen, and sometimes violating the Golden Rule is the only way to repair them. On rare occasions, you might need to make an alteration in the document where vocal commands just won't do. That's no crime; simply remember that afterwards you should issue a "Cache" command.

For example, sometimes when using the Recognition window to train the voice model and emend some text you've already dictated, Dragon Dictate might become confused and get the spacing or capitalization wrong, so that you must use the mouse and keyboard to fix the document. Even more dramatic, suppose you tell Dragon Dictate to select a large swatch of text, and then your next spoken command is misinterpreted as dictation and the whole selected passage is accidentally replaced! Clearly, this is no time to be worrying about the Golden Rule; just press Command-Z (Edit > Undo) and fix the document. Afterwards, though, to resume dictating, you'll want to issue a "Cache" command so that Dragon Dictate can once again "see" the document contents correctly.

Purge

To empty Dragon Dictate's cache completely is called *purging the cache*:

- When you say Purge Cache, it's like doing just the first half of a Cache Document command: Dragon Dictate forgets what it entered in this document, and *doesn't* read the document. It just **assumes the document is empty**.

Consider, for example, a dialog consisting of two text fields. You dictate text into the first text field, then tab to the second text field and dictate text there. Dragon Dictate can't "see" that there are two text fields; in its cache, it considers the first text and the second text to be part of one continuous stretch of text. This is going to lead to navigation errors! The solution is: As you start to work on the second text field, say Purge Cache. Now Dragon forgets what it did in the first text field and treats the second text field as a new empty world.

Tip. Tabbing from field to field is such a common thing to do that Dragon Dictate includes two commands to help you with it: Next Field and Previous Field. These commands are in fact a combination of Purge Cache and pressing Tab or Shift-Tab. (Conversely, you should *not* use New Line or New Paragraph to move from field to field — or if you do, say Purge Cache immediately afterwards.)

Note Pad Windows and the Cache

A Note Pad window is exceptional. Dragon Dictate *knows* the contents of the text there, because the cache updates automatically. The same is true of a TextEdit document if you have the Auto Cache Document box checked in the Preferences. So, in effect, the Cache Document command is automatically executed for you as required. When you open an existing document into a Note Pad window or in TextEdit, or when you paste text into either, Cache Document is automatically executed. When you say Purge Cache in a Note Pad window or TextEdit document, Cache Document is automatically executed. And Cache Selection is not necessary.

Cache Document can be useful in a Note Pad window or TextEdit document, since you might want Dragon Dictate to forget how text was entered in the document, remove its recordings of your voice, and just start over, learning about the whole document from scratch. This could be helpful, for instance, when dictating a long document.

Sound Input Troubleshooting

If Dragon Dictate doesn't respond to your voice or doesn't seem to be working at all, check your sound input. The problem might be software (your USB microphone might not be your sound input device) or hardware (your USB microphone might not be working at all).

Begin by quitting Dragon Dictate if it is running. You might restart the computer just in case. Now try the following:

- Look in System Preferences > Sound > Input and make sure your USB microphone is the sound input device. Speak into the microphone. The input level indicator should respond to your voice. If it does not, try unplugging the USB microphone or adapter from the USB port and plug it back in again. Remember, most USB microphones must be plugged directly into your computer (not into a USB hub). Also, check to see whether your microphone has a Mute switch and make sure it is not engaged.
- Look in System Preferences > Speech > Speech Recognition > Settings and switch the microphone to your USB microphone. Click Calibrate. Speak into the microphone. You should see the level indicator rise and fall (to the right) in response to your speech. The indicator can be a little stubborn; you might have to click Cancel and then click Calibrate again to bring it to life. Speak at random, moving the slider right or left until the high point of the slider is consistently at about the middle of the green region. Now try saying each phrase in succession and see if the computer understands you.

If things appear to be working, quit System Preferences and try Dragon Dictate again. Choose Tools > Microphone Setup and go through the microphone setup procedure (see "Microphone Setup," earlier). You should now be able to use Dragon Dictate.

If things do *not* appear to be working, suspect the microphone. If possible, try plugging the microphone into a different computer and running the same tests there to confirm this.

What's Installed Where

In case you're wondering where all the pieces of Dragon Dictate live on your hard disk, or if perhaps for some reason you'd like to uninstall it, here's a list of the pieces and where they live (and how big they are).

The Application. It lives wherever you put it when you installed Dragon Dictate — typically in the top-level */Applications* folder, but it could be anywhere. It's approximately 30MB in size.

The Support Folder. This is in your user's *Library/Application Support/Dragon*. It is nearly 1GB in size, because it includes the speech recognition engine data. If you decide to delete this folder, it might be a good idea to look in the *Dictate* folder and find your license file and set it aside. It will be convenient to have on hand if you decide to install Dragon Dictate again later.

The Preferences File. This is in your user's *Library/Preferences*, and is called *com.Dragon.dictate.plist*. It maintains a record of the state of the application each time you quit. It's very small.

Your Profile(s). Each profile is wherever you put it when you created the profile. It could be anywhere. A Spotlight search on "dictateprofile" should find your profiles. A profile is about 60MB in size with a single audio source. Profiles can be larger depending upon the number of Audio Sources associated with the Profile.

Credits

Special Thanks To:

Apple Inc. for the wonderful Mac OS X. **Brad Cook** and **Matt Neuburg** for their documentation expertise.

Credit Given Where Credit Is Due:

AppScript

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Aquatic Prime

AquaticPrime.h

AquaticPrime Framework

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Twitter+OAuth

Twitter+OAuth Source and Example for iPhone

Glommed together by Ben Gottlieb

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License: BSD, If you use it, please include the following text somewhere in your application's user-facing text:

"Includes Twitter+OAuth code by Ben Gottlieb"

The goal of this was to create a drop-in code package for iPhone apps that want to access Twitter via OAuth. The main benefit here is that the source line on the Twitter page will say your app name, rather than "from web".

This includes source taken from several other open frameworks, listed below. Most of the heavy lifting was all done by them, I just synthesized it into a (hopefully) easily digestible chunk.

I decided not to do the whole thing as a static library since most developers are already using Matt Gemmell's MGTwitterEngine, and there was no reason to duplicate code. It adds about 200k to the final size of your project, mainly due to the OAuth library.

Enjoy, and please let me know if you have any feedback!

Ben Gottlieb

ben@standalone.com

BGHUDAppKit

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NDHotKey

NDHotKeyEvent

Created by Nathan Day on Wed Feb 26 2003.

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Shortcut Recorder

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Contributors to Shortcut Recorder, in no order in particular:

Jesper, waffle software, <wootest+shortcutrecorder@gmail.com>. Initial idea and concept, first shot at implementation using NSView.

David Dauer, <david@daviddauer.de>. Refinement, cleaner reimplementation, documentation, IB Palette.

Jamie Kirkpatrick, Kirk Consulting Ltd, <jkp@kirkconsulting.co.uk>. Further modularisation and re-factoring, and general bug fixes.

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CTGradient

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